

From: [Tim Carroll](#)
To: [Jennifer L. Christy \(jchristy@chilmarkma.gov\)](#); [Jessica Holtham Bradlee \(jbradlee@chilmarkma.gov\)](#); [Chuck Hodgkinson \(chodgkinson@chilmarkma.gov\)](#); [Assistant Exec Sec](#); [Marina Lent \(mlent@chilmarkma.gov\)](#); [Lenny Jason Jr. \(ljason@chilmarkma.gov\)](#); [Pam Bunker](#); [Melanie Becker \(mbecker@chilmarkma.gov\)](#)
Cc: [Ebba Hierta](#); [Isaiah L. Scheffer \(ischeffer@chilmarkma.gov\)](#); [David Norton \(dnorton@chilmarkma.gov\)](#); [Keith Emin \(kemin@chilmarkma.gov\)](#)
Subject: 5 hours a week?
Date: Thursday, August 20, 2015 11:12:43 AM

TO: Town Hall Staff
FR: Tim Carroll
DT: 20 August 2015
RE: Housing Committee staffing opportunity

The housing committee is in need of an administrative assistant. The ad that we ran in January is printed below.

If anyone is interested in picking up these duties, please free to discuss creative solutions with me. I plan on asking the Selectmen to approve the posting of a position vacancy notice at their meeting Tuesday morning. I will be advertising the vacancy on Tuesday afternoon unless I hear from you otherwise.

TOWN OF CHILMARK – Administrative Assistant

Year-round/part-time position 5 hrs/week, (\$21.81 to \$23.36/hr.) to provide administrative support primarily for the Housing Committee. Minutes, correspondence, planning, record keeping, and other related work as required. The successful applicant will possess excellent communication, organizational and interpersonal skills. The application, position vacancy notice and job description are available at the Chilmark Selectmen's Office, POB 119, Chilmark, MA 02535 (508) 645-2101 asstexecsec@chilmarkma.gov Deadline for applying is January 30, 2015 at 4:30 pm. Interviews are scheduled for February 2, 2015 at 1:00 PM.