

Borough of Matawan

Environmental Commission

Part-Time Recording Secretary

RECORDING SECRETARY – MATAWAN BOROUGH ENVIRONMENTAL COMMISSION is seeking part-time applicant for position as Recording Secretary. Seeking person with excellent communication, computer, interpersonal, and time management skills. Qualified candidates must be able to attend, coordinate and manage all monthly Commission meetings, including preparation of agendas, record minutes, maintain and record all official documents. Monthly meetings may be comprised of approximately a total of 2-4 hours, at a flat rate of \$100.00 per meeting. Interested candidates shall submit cover letter with resume and references no later than July 21, 2023 to: Borough Administrator, Borough of Matawan, 201 Broad Street, Matawan, NJ 07747 or boroughadmin@matawanborough.com. The Borough reserves the right to conduct interviews prior to July 21, 2023 as qualified candidates are identified. All Application materials are deemed confidential to the extent permitted by applicable law. The Borough of Matawan is an Equal Opportunity Employer.