

Borough of Matawan

Historic Sites Commission

Recording Secretary

The Borough of Matawan Historic Sites Commission is seeking part-time applicant for position as Recording Secretary. Seeking person with excellent communication, computer, interpersonal, and management skills. Must be able to attend, coordinate and manage all monthly Board meetings, including preparation of agendas, record minutes, maintain and record all official documents. Monthly meetings are comprised of approximately a total of 2-4 hours, at a flat rate of \$100.00 per meeting. Forward resume and references no later than August 25, 2017 to: Karen Wynne, Borough Clerk, Borough of Matawan, 201 Broad Street, Matawan, NJ 07747, fax (732) 290-7585 or karen.wynne@matawanborough.com. The Borough of Matawan is an Equal Opportunity Employer.