

Environmental Commission Secretary-P/T -Borough of Montvale is seeking an individual who can multi-task and work independently with little supervision. Must attend one monthly night meeting-\$150.00 compensation. Flexible schedule of 15 hours a month at \$15.00 per hour.

Skills needed: Microsoft Word, Excel, emailing capability, excellent grammar and spelling required. Must be able to do minutes, agenda and packets for commission members. No benefits.

Must submit resume to Lorraine Hutter, Office Manager- lhutter@montvaleboro.org by June 29th, 2020.