

ONGOING VOLUNTEER JOB OPPORTUNITY

JOB TITLE: Community & Economic Development Office Assistant

EXPECTED DUTIES: Assists in record keeping, scanning of maps, documentation, filing

QUALIFICATIONS: Basic Knowledge of office administration, computers, office automation equipment

TIME COMMITMENT: 1-2 hours per week for 6 months or longer

BENEFIT TO CITY: Helps city organize its records of real property and developments

HOW TO APPLY: Fill out the Community & Economic Development volunteer application and return it to the CED Volunteer Coordinator. For more information contact Krista at 336-6214 or kristaj@mountvernonwa.gov