



ONGOING VOLUNTEER JOB OPPORTUNITY

JOB TITLE: Community Outreach Assistant

EXPECTED DUTIES: Assists in Updating the City Comprehensive Plan. Conducts public outreach inquiries and analyzes public input on the future of Mount Vernon.

QUALIFICATIONS: Basic knowledge of office administration, computers, and office automation equipment. Customer service and organizational skills are highly desired.

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

BENEFIT TO CITY: Helps City define its vision for the future.

HOW TO APPLY: Fill out the Development Services volunteer application and return it to the Development Services Department. For more information contact Director Chris Phillips at 336-6214 or cphillips@mountvernonwa.gov