

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, 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 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