

Town of Littleton, New Hampshire

The Town of Littleton, New Hampshire is seeking an Executive Assistant to the Town Manager to work in the Manager's Office. The Executive Assistant to the Town Manager plans, organizes and performs work in the following areas: communications, public engagement and outreach, project management, policy analysis, organizational alignment, general administrative duties, and other related work as required. This position is a strong part of the management team for the Town of Littleton and has a focus on internal and external communications. The position requires independent judgement, strong decision-making capabilities, and discretion. The ability to build and maintain professional relationships inside and outside of the organization is essential.

Candidates should possess an Associate's degree in political science, office management, public administration, business administration, or related field. Preference given to candidates who have two or more years working in municipal environment or an equivalent combination of experience and training.

This position is a non-union position.

To Apply:

Apply with cover letter, resume and three references to: Karen Noyes, HR Director, 125 Main Street, Littleton, NH 03561 or via email to knoyes@townoflittleton.org.

Position open until filled, resume review will begin on August 23rd.

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