

TOWN OF HEATH

MASSACHUSETTS



SELECT BOARD

EMPLOYMENT OPPORTUNITY

The Town of Heath is seeking applicants for the position of **Office Assistant**, a part-time, ten (10) hour per week position. Occasional evening hours may be required. The Office Assistant performs a variety of office-related tasks as directed by the Town

Coordinator. This may include, but is not limited to, filing, mailings, copying, data entry, typing, answering the telephone, scanning documents, and responding to emails. Performance of duties may require contact with the public and access to sensitive and/or confidential information. High school diploma and some municipal and/or administrative experience are preferred. The

Office Assistant job description is available by request.

Applications will be accepted until the position is filled. Please send resume and letter of interest to the Select Board at bos@townofheath.org or Select Board, P.O. Box 35, Heath, MA

01346.

Posted by Mia Francesconi, Town Coordinator, on April 2, 2026, at 3:15PM.