



TOWN OF DURHAM

8 Newmarket Road
Durham, NH 03824
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PART-TIME MINUTE TAKER, TOWN OF DURHAM. The Town of Durham Economic Development Committee is seeking a reliable, responsible person to attend its monthly meetings (held the 3rd Tuesday at 8:00 AM) and prepare minutes for the meetings. Meetings are generally three (3) hours in length. Applicants are required to possess or have access to a computer for final preparation of the minutes. Applicants must be able to provide minutes in Microsoft Word document format, possess strong language, written communication, and typing skills, and be capable of preparing the minutes with minimal supervision.

Beginning wage rate is \$20.00 per hour. Please submit a resume, along with three (3) professional references and a cover letter to Mary Ellen Humphrey, Economic Development Director, 8 Newmarket Road, Durham, NH 03824. Resumes and references may also be emailed to mehumphrey@ci.durham.nh.us.

The Town of Durham is an Equal Opportunity Employer.