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Chester, Clinton, Cromwell,
Deep River, Durham, East Haddam,
East Hampton, Essex, Haddam,
Killingworth, Lyme, Middlefield,
Middletown, Old Lyme,
Old Saybrook, Portland, Westbrook

Administrative/Financial Assistant (full-time). Salary \$35,000 to \$45,000 depending on experience and qualifications, with a full benefits package. Responsible for a variety of reception, secretarial, administrative, and bookkeeping duties for a regional government agency under the direction of the Executive Director and Financial Administrator for the seventeen chief elected officials of Middlesex County and Lyme and Old Lyme. Required skills: ability to handle people in a professional and courteous manner, attention to detail, clerical aptitude, note and minute taking, MS Office (including Access and Powerpoint), Quickbooks, ability to work with others, and handle multiple tasks at once. Works with professional planning staff, volunteer commission/committee members, and members of the public. Desired skills: event planning, experience with desktop and web publishing, and proofreading/editing. The job is in Centerbrook, CT with occasional travel, mostly in the region. Driver's license and access to a vehicle required. Attendance at monthly evening meetings and occasional weekend events may also be required.

The full job description can be found at: <http://www.rivercog.org/currentRFQ.html>

Please submit cover letter and resume to RiverCOG, 145 Dennison Rd, Essex, CT or email to jsnyder@rivercog.org EOE. Deadline: Open until filled.

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