

## Part-time Zoning and Planning Assistant – Town of South Hero

The South Hero Zoning Office is looking for an enthusiastic self-starter to assist in the Zoning Office for up to 10 hours per week. Schedule can be flexible. This job will entail:

- Familiarity with Microsoft Office programs.
- Maintaining zoning files.
- Assisting the Zoning Administrator with hearing preparation and documentation.
- Assisting the public with zoning questions and procedure.
- Some knowledge of land planning or real estate a plus.
- Clerk for the Development Review Board (this would be additional compensation)

Willing to train the right person. Customer service and communication skills are a must.

Send a letter of interest and resume to [zoning@southherovt.org](mailto:zoning@southherovt.org) or mail to:

Town of South Hero  
Attn: Martha Taylor-Varney  
PO Box 175  
South Hero, VT 05486