

**Housing Assistant and Planning and Zoning Board Secretary-(PT)
Fairfield Township (Cumberland County)**

Job Overview: Fairfield Township is seeking a part-time dedicated and detail-oriented individual to join our team as a Housing Assistant and Planning and Zoning Board Secretary. This dual-role position requires strong organizational skills, effective communication abilities, and a commitment to supporting the community's housing and planning needs.

Key Responsibilities:

- Assist with housing-related inquiries and applications, providing support to residents.
- Maintain accurate records and documentation for housing programs and initiatives.
- Serve as the secretary for the Planning and Zoning Board, preparing meeting agendas, minutes, and other related documents.
- Coordinate and schedule meetings, ensuring all necessary materials are distributed to board members in a timely manner.
- Respond to public inquiries related to planning and zoning matters, providing information and guidance as needed.
- Assist with the preparation and processing of planning and zoning applications.
- Perform other administrative tasks as required to support the township's planning and housing departments.

Qualifications:

- High school diploma or equivalent; additional education or certification in a related field is a plus.
- Previous experience in an administrative or support role, preferably in a government or housing-related setting.
- Strong organizational and time-management skills.
- Excellent written and verbal communication abilities.
- Proficiency in Microsoft Office Suite and other relevant software.
- Ability to work independently and as part of a team.
- Knowledge of planning, zoning, and housing regulations is an advantage.

Application Process: Interested candidates are invited to submit their resume and a cover letter outlining their qualifications and experience by 8/1/2024 to Fairfield Township Clerk Linda M. Gonzales, Fairfield Township P.O. Box 240 Fairton, NJ 08320. Successful applicants must undergo a background check prior to appointment. You may also email to lgonzales@fairfieldtownshipnj.org.

Fairfield Township is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.