

Assistant to the Coordinator

The Town of Colchester is seeking a positive and organized Assistant to the Coordinator for the Collaborative for Colchester's Children. C3 is a partnership of parents, educators, community members, agencies, and businesses working together to provide services and supports to children and their families from birth through age 8. This position is responsible for organizing events, programs and community activities, as well as other administrative duties. This position is part-time, up to 20 hours per week for approximately 44 weeks; dependent on the availability of funds. Experience in planning and implementing programming events preferred.

More information including job description, qualifications and employment application can be found on the Town of Colchester website. EOE. Qualified candidates should submit an application and resume to Human Resources, 127 Norwich Ave. Colchester, CT 06415.