

ORFORD PLANNING BOARD
2529 Governor Meldrim Thomson Scenic Highway
Orford, NH 03777

September 20, 2018

Town of Orford, New Hampshire has an opening for a part-time Planning Assistant to the Planning Board.

The position is approximately 15-18 hours per month, additional hours may occasionally be needed depending upon work load. Evening work is required for our monthly meeting (3rd Tuesday, 7-9 pm). Duties focus on assisting the public and applicants with inquiries, reviewing subdivision and site plan proposals, preparing reports and recommendations for the Board, and minute taking.

Good humor, communication skills, public relations, high degree of organization and attention to detail, computer software knowledge all required.

Considerable knowledge of State requirements/regulations. Bachelor's degree in planning or related field and 3+ years' experience planning in municipal or regional planning or similar environment. Master's degree in planning or related field is preferred and can substitute for a portion of professional experience. Compensation is commensurate with experience.

Please review [Town of Orford website](#) for information regarding our Board.

<http://orfordnh.us/commissions-committees/planning-board/>

also, <http://www.nhplanners.org/Job-Postings>

Please submit resume online: **orfordselectmen@orfordnh.us**

c/o Paul Carreiro, Chairman
Orford Planning Board
603.865.4661