

Part-Time Secretary to the Environmental and Shade Tree Commissions. Millstone Township is seeking a Secretary to facilitate monthly Environmental Commission and Shade Tree Commission meetings and attend the two night meetings a month. The Environmental Commission meeting is in person and the Shade Tree Commission meeting is by Zoom. Responsibilities include, but not limited to, scheduling and attending monthly night & zoom meetings, prepare agendas, meeting packets and meeting minutes using Microsoft Office. Candidate must have excellent writing and organizational skills and the ability to communicate with various professionals. Salary is \$125 per meeting attendance, plus \$75 for regular minutes and \$25 for executive minutes. Interested applicants must complete the employment application on the Township website at <https://millstonenj.gov/departments/employment> and forward along with resume and cover letter to Kevin Abernethy, Township Administrator at twpadm@millstonenj.gov. The Township reserves the right to interview candidates as applications are received. EOE

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