



BOROUGH OF CONSHOHOCKEN

Office of the Borough Manager

MAYOR

Yaniv Aronson

BOROUGH COUNCIL

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Title: Job Announcements

Department: Recreation Services

Seeking Recreation Services Administrative Assistant

The Borough of Conshohocken is accepting applications for a full-time Administration Assistant for the Recreation Services & Parks Department. Candidates will be responsible performing routine and complex secretarial and administrative assistance in the daily operation and function of the Recreation Services Department, the Community Center, and the Borough's five parks. This position requires a candidate who works cooperatively and effectively with the public and other employees. Core hours for the position are Monday through Friday 8:00am-4:00pm, however, additional hours may be required based on facility and event needs. Review of applications will begin immediately and continue until the position is filled. Candidates must be proficient in the use of computers and Microsoft Office; have excellent communication and writing skills; and a demonstrated ability to provide exceptional customer service. An Associate's degree with two years' experience in a recreation related position or bachelor's degree in Recreation, education or equivalent field of study is preferred. A cover letter, resume and three references should be sent electronically to Director of Recreation Services at lirizarry@conshohockenpa.gov