

POSITION OPENING

BOARD OF HEALTH ADMINISTRATIVE ASSISTANT

The Town of Northbridge seeks a full-time Administrative Assistant in the Board of Health Office to perform administrative technical and clerical work of significant complexity and responsibility in support of the Health Director and operations of the Board of Health office. The position comes with excellent benefits, and an hourly range from \$23.66 to \$31.69 depending on qualifications and experience.

Applicants should have a working knowledge of local, state and federal regulations applicable to the duties/responsibilities of a Health Department including on-site sewage disposal systems, minimum housing standards, lead paint, food code, recreational camps for children, bathing beaches, public pools, tanning salons, solid waste, animal bites, and well construction. An Associate's Degree is required; A Bachelor's Degree is desirable plus three to five years of related public health experience; or any equivalent combination of education, training, and experience.

For more information, please reference the full Job Description available at: <https://www.northbridgemass.org/home/pages/employment-volunteer-opportunities>

Interested individuals should submit a cover letter, resume, and Town of Northbridge employment application to: Sharon Susienka, Exec. Asst. to the Town Manager/HR 7 Main Street, Whitinsville, MA, 01588, or via email to ssusienka@northbridgemass.org. **Deadline for accepting applications is December 1, 2025 at 12:00 Noon.**

The Town of Northbridge is an Affirmative Action/Equal Opportunity Employer.