

2021-2022 EMPLOYMENT OPPORTUNITIES
INTER-LAKES SCHOOL DISTRICT

DISTRICT WIDE

➤ **Secretary**

The Inter-Lakes School District is seeking a Secretary to support the Curriculum Coordinator, Director of Technology and Director of Facilities. The position is full-time, year-round. Responsibilities include, but are not limited to providing clerical support to the Curriculum Coordinator and maintaining professional development records, and purchase order processing for the district offices of Curriculum, Technology, and Facilities. Applicants must be detail oriented, proficient with the Google Suite, and have excellent organizational skills.

Benefits: Subject to the terms of the Non-Bargaining Benefits Overview.

Application Deadline: Open Until Filled

Applications can be found at: <https://www.interlakes.org/administration/16>

Please submit cover letter, resume and application to:

Ashley Dolloff, Human Resources Director

ashley.dolloff@interlakes.org

or mail to:

103 Main Street, Suite 2

Meredith, NH 03253

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