



## TOWN OF BURLINGTON

29 CENTER STREET  
BURLINGTON, MASSACHUSETTS 01803

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www.burlington.org

*Joanne M. Faust, SPHR  
Human Resources Director*

### **Notice of Job Vacancy Part-Time Conservation Assistant**

The Town of Burlington seeks qualified applicants for the position of Conservation Assistant. Working under the direction of the Conservation Administrator, the Conservation Assistant assists in administering and enforcing the Wetlands Protection Act, conducts site inspections, develops and administers land conservation and management programs, as well as writes and administers grants. The position involves daily interaction with residents, applicants, and municipal officials, and requires strong verbal, writing, and computer skills.

Bachelor's Degree in environmental science, natural resource management or a related field is required. The position is part time with a highly flexible schedule available within normal business hours of 8:30am to 4:30pm, Monday through Friday.

Salary starts in the low \$20,000's, dependent upon qualifications. This position does not participate in the Town benefits program. Interested candidates should send resume and cover letter to:

Joanne M. Faust, SPHR  
Human Resources Director  
Town of Burlington  
29 Center Street  
Burlington, MA 01803  
Fax: 781-238-4696  
Email (preferred): [hr@burlmass.org](mailto:hr@burlmass.org)

**Resumes received by January 29, 2010 will receive first priority. Position will remain open until filled.**

*The Town of Burlington is an Equal Opportunity Employer*