

Job Title: Clerical (Per Diem – Part Time) – Historical Sites (Burrowes Mansion Museum)

Hourly Rate: \$15.13 – \$30.00

Position Summary:

The Borough of Matawan, through the Historical Sites Commission, is seeking a per diem clerical support staff member for the Burrowes Mansion Museum. This position provides on-call coverage to respond to building alarms, facilitate access for scheduled maintenance, and coordinate entry for professional appointments and inspections, along with other tasks as assigned.

Key Responsibilities:

- Respond to alarm notifications and provide on-site access as required.
- Open and secure the building for contractors, maintenance staff, and professional service providers.
- Maintain simple records of access, appointments, and activities.
- Provide basic clerical and communication support related to Historic Sites operations.
- Perform other tasks as assigned.

Qualifications:

- Valid driver's license and reliable transportation.
- Ability to respond to calls on a flexible, per diem basis.
- Reliability and attention to detail.
- Strong communication and organizational skills.
- Prior clerical, facilities, or public sector experience preferred but not required.

Interested candidates are encouraged to submit a resume to employment@matawanborough.com.

All Application materials are deemed confidential to the extent permitted by applicable law. The Borough of Matawan is an Equal Opportunity Employer.