

Part-Time Assistant to the Mayor

Borough of Fanwood, New Jersey

Date: May 15, 2026

Position Overview

The Borough of Fanwood is seeking a motivated and community-minded individual to serve as Part-Time Aide to the Mayor. This position supports the day-to-day operations of the Mayor's Office by providing constituent services, coordinating special initiatives, and assisting with project management across municipal departments. The ideal candidate is a strong communicator who is comfortable working with the public, managing multiple priorities, and collaborating with staff at all levels of local government.

This position reports to both the Mayor and the Borough Administrator.

Duties and Responsibilities

Constituent Services: The Aide serves as a welcoming and responsive point of contact for residents, fielding inquiries, routing concerns to the appropriate departments, and following up to ensure timely resolution. The Aide helps maintain the Mayor's commitment to accessible and responsive local government.

Special Events & Programs: The Aide supports the planning, coordination, and execution of municipal events, public programs, and community outreach initiatives sponsored by the Mayor's Office. Responsibilities include liaising with departments, vendors, and community organizations, managing logistics, and assisting with on-site event execution as needed.

General Administrative Support: The Aide provides general office support to the Mayor's Office, including drafting correspondence, managing scheduling requests, maintaining records, and preparing materials for meetings and public engagements.

Required Qualifications

- Strong interpersonal and communication skills, both written and verbal.
- Ability to interact professionally and empathetically with residents, elected officials, and municipal staff.
- Strong organizational skills with the ability to manage multiple tasks and deadlines simultaneously.

- Proficiency with standard office technology, including word processing, spreadsheets, email, and virtual meeting platforms.
- Discretion and sound judgment in handling sensitive or confidential matters.
- Availability to work a flexible schedule of 15–20 hours per week, including occasional evening or weekend commitments for events.

Preferred Qualifications

- Prior experience in local government, public administration, community organizing, or a related field.
- Familiarity with New Jersey municipal government structure and operations.
- Experience coordinating events or managing projects in a public or nonprofit setting.
- Bilingual candidates are encouraged to apply.

Compensation

This is a part-time position. Compensation is commensurate with experience. Salary range is \$21/hour - \$30/hour.

How to Apply

Interested candidates should submit a resume and cover letter to Jesse Moehlman, Borough Administrator, at jmoehlman@fanwoodnj.org. Position will remain open until filled.

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