



**Town of Skaneateles is seeking to fill the part time position of  
Outreach Coordinator Assistant**

**Minimum Requirements**

**Preference will be given to candidates with the following:**

- Ability to communicate effectively with others.
- Must be organized, pay attention to detail and ability to maintain confidentiality
- Town of Skaneateles Residency preferred

Candidates will be subject to background check. Salary is up to \$20.00 per hour for an average of 8-10 hours per week.

Please send letter of interest and resume by June 1, 2026 to:

Julie A. Stenger, Town Clerk  
24 Jordan Street  
Skaneateles, NY 13152  
or email: [jstenger@townofskaneateles.com](mailto:jstenger@townofskaneateles.com)