Town of Wenham

Administrator's Office
138 Main Street / PO Box 576
Wenham, MA 01984

Peter Lombardi, Town Administrator
TEL 978-468-5520 x. 2 FAX 978-468-8014

JOB POSTING

POSITION POSTING: **Burial Agent**

APPLICATION PROCESS:

All interested applicants are required to submit a resume and letter of interest to the Town Administrator's Office at the Town Hall (c/o Peter Lombardi). All such submittals can be emailed to plombardi@wenhamma.gov or mailed/hand delivered to:

Wenham Town Hall
Town Administrator's Office
138 Main St / PO Box 576
Wenham, MA 01984

Submittal Deadline: Friday, July 15, 2016 by 1PM.

Additional information regarding this position is available at the Town Hall and can be obtained by calling 978-468-5520 x2.

BURIAL AGENT

Status: Part-time, stipended
Department: Cemetery
Start Date: Position is open until filled
Compensation: $250 monthly stipend

Job Description: Position coordinates the sale of burial plots, including all related documentation, and manages the related database. Provides assistance as needed in preparing grave sites for funerals and the cemeteries for Memorial Day. Must be available to respond on evenings, weekends, and holidays. Meets with Cemetery Commission on regular basis and works with relevant DPW staff.