

Job Opening: Carnegie Borough Administration

Carnegie Borough is seeking a creative individual to help make a difference in the community and serve through an open position in the Borough Administration Department.

The position will work under the direction of the Borough Manager to raise public awareness, disseminate information, maintain Borough's web site, and promote the organization, community, plus stakeholders through online and offline channels. In addition, this position will investigate and pursue alternative revenue sources including grants and rebates.

Essential duties and other qualifications can be found in the job description at:

www.carnegieborough.com

Rate of Pay: Per contract

Shift/Schedule: Days and hours as scheduled.

Applicants should submit a copy of their resume. Resumes can be emailed to sbeuter.carnegieboro@comcast.net or delivered to 1 Veterans Way, Carnegie, PA 15106.