



Town of Montgomery - P.O. Box 356
Montgomery Center, VT 05471
802-326-4719
www.montgomeryvt.us

NOTICE SEEKING SHORT-TERM RENTAL COORDINATOR

The Town of Montgomery is accepting applications for a ***Short-Term Rental Coordinator*** to implement the Town's Short-Term Rental registration program in keeping with the Town's [Short-Term Rental Ordinance](#).

The Coordinator will be responsible for coordination with State and local officials in the implementation of all aspects of the program, including:

- Processing Registrations
- Research
- Coordinating inspections as needed
- Enforcement.

Applicants are asked to submit a letter of interest and resume. Submit documents via email to montgomeryselectboard@gmail.com or US Mail to: Town of Montgomery, PO Box 356 Montgomery Center, VT 05471

This is a part-time position of approximately 5 hours/week (though volume of work will fluctuate seasonally with application/re-application periods), without benefits but with a flexible schedule that can include remote work hours.

Recruitment will continue until the position is filled, and the Town is open to hiring an individual that serves other communities in the same or similar role.

The Town of Montgomery is an equal-opportunity employer.