



Village of Stockbridge
Village of Stockbridge
P.O. Box 155, Stockbridge, MI 49285-0155
Office 517-851-7435
email: president@vosmi.org

At the Village of Stockbridge, we strive to create a welcoming atmosphere that instills trust within our community. The goal is to serve our residents to the best of our ability, keeping customer service and integrity at the forefront.

The Village of Stockbridge is seeking a friendly, professional member of the team to assist in completing a cemetery audit.

Interested applicants should submit an application and resumé to the Village office located at 118 N. Center St. Stockbridge, MI 49285 or by email at president@vosmi.org.

Please submit applications by June 14, 2024.

This position is part-time and is budgeted for 500 hours to complete the project.

Compensation:

The pay rate for this position is \$15.00 per hour worked with no benefits.

Duties include but are not limited to:

- Reviewing the cemetery records to ensure accuracy.
- Field work within the cemetery for verification of records.
- Correction of inaccurate records.

Qualifications and Experience:

- High School diploma or equivalent required.
- Excellent time management and organizational skills required.
- Timeliness and dependability required.