



TOWN OF WAKEFIELD

RETIREMENT BOARD

Kevin Gill, Chair
Sherri A. Dalton
Dennis P. Fazio
Erin Kokinda
Daniel W. Sherman

Cathy Cheek, Executive Director, ccheek@wakefield.ma.us

The Wakefield Retirement Board has a part-time, 19 hours per week position available. Job requirements include routine office procedures, filing, and correspondence; telephone support and member and retiree requests for information. Applicants must have experience and a general understanding of M.G.L. Chapter 32 and PERAC regulations. Strong mathematical, analytical, oral communication and interpersonal skills and the ability to maintain strict confidence. Must be proficient in the use of personal computers, including Microsoft Word and Excel.

PTG retirement computer software knowledge is desirable.

Salary is commensurate with experience.

All interested applicants should send their cover letter and resume to Cathy Cheek, Executive Director at ccheek@wakefield.ma.us

