

**FORSYTH TOWNSHIP
IS ACCEPTING APPLICATIONS FOR
Full-Time Administrative Operations and
FOIA Coordinator**

Acts as Secretary to Township Supervisor, Manager and Board. Applicant Coordinates and oversees administrative operations for the Township, including records management, Freedom of Information Act (FOIA) compliance, board administration, accounts payable support, and public communication functions. Serves as a central point of coordination for Township operations, ensuring efficient office procedures, regulatory compliance, and professional service to residents, staff, and elected officials. Applicants should be a high school graduate or equivalent and experienced with office procedures. Must be bondable, pass Criminal Justice Information System training, Election training, physical and drug testing. See a complete list of requirements and job description at www.forsythtownship.org, employment tab. Resume and application may be delivered to 44 N. Johnson Lake Rd., or mailed to Forsyth Township, PO Box 1360, Gwinn, MI 49841, or emailed to Stacy@forsythtwpmi.org. Applications must be received in the Township Office no later Wednesday October 14, 2026.

Forsyth Township is an Equal Opportunity Employer and Provider.