

## **Municipal Internship Opportunities Town of Scituate**

The Town of Scituate is accepting applications for Municipal Internship Opportunities.

The Town of Scituate offers limited unpaid internships to assist the Select Board with town governance projects. These opportunities provide interns with a unique, hands-on opportunity to learn about public service while serving our local community.

Specific skill requirements are outlined in each internship description. Interns will report to a member of the Select Board, Department Head, or Committee Chair and will be assigned projects outlined in the position description. Interns are expected to dedicate a minimum of 15 hours per week throughout the term. There is no financial compensation for these positions. If applicable, the Town of Scituate will assist an intern with completing required community service, internship credit, or other documentation needed. Applications will be reviewed by the Select Board Chair, Town Administrator, and Human Resources Director. Applications will be accepted on a rolling basis and remain open until filled.

### **Individual Internship Descriptions**

Candidates must be proficient in working with Google Docs, Word and PowerPoint and have excellent communication skills. To be successful, the intern should be able to work independently on research topics and reliably meet timeline requirements. An understanding of Massachusetts General Law and legal documentation is very helpful, but not required.

**Communications** Work with the Select Board to ensure residents are well-informed of town business and events, including drafting press releases, social media posts, and community column for the Scituate Mariner. The intern will work with all Committee and Board chairs to bring all minutes, agendas, and relevant public documents up-to-date on town website. Support the Select Board Administrative team with social media management, as needed. Support Scituate Community TV, as needed.

Candidates must have excellent communications skills and be proficient in creating social media content. Strong organization skills and attention to detail will be required. This position will be highly visible and require the intern to represent the Town in a professional manner.

**Research** Work with the Select Board to provide detailed research of issues impacting the business of the town. It is anticipated that this intern will be assigned three or four topics to research, summarize, and present in written form to the Select Board to assist in their deliberations. These documents will be available for public review as well.

Candidates must be detail oriented with a keen analytical, organizational, and writing skills. Projects will require independent work and self-direction.

Interested applicants should submit Town employment application, cover letter, resume and three references to [HR@scituatema.gov](mailto:HR@scituatema.gov) or via mail to Human Resources, 600 Chief Justice Cushing Highway, Scituate, MA 02066. AA/EEO/ADA.