



EMPLOYMENT OPPORTUNITY

DEPARTMENT: Office of the Board of Selectmen

Job Vacancy Posting Date: 02/21/24

RECEIVED
FEB 21 2024

Job Title: **Student Intern - Paid (5hrs/wk)**

Grade: B, Step: 2

TOWN OF TOWNSEND
TOWN CLERK

The Town of Townsend seeks qualified applicants for the position listed above, at an hourly wage of \$ 15.02 /hour, working 5 hours per week.

The position is:

☐ Exempt ☒ Non-Exempt ☐ Benefited ☒ Non-Benefited ☒ Non-Union ☐ Union: _____

Main Duties include:

The Town of Townsend is seeking a student intern to work 5 hours/week on a flexible schedule, reporting directly to the Town Administrator, under the Office of the Board of Selectmen. This is not an educational learning internship. This opportunity is a paid internship, working on various projects such as compiling data for cost comparison analysis, gathering meeting materials, drafting/combining/sorting documents, coordinating with vendors, testing equipment, and other similar tasks, as required, to assist the Town Administrator with routine administrative operations and/or special projects.

Work Environment:

The work is performed in a typical office environment. Remote work may be an option for certain projects after an initial in-house period to become familiar with the Town's organization.

Minimum Qualifications include:

Solid working knowledge of Microsoft Office applications. Experience working well with others in an office/classroom setting and/or team environment. Strong time management skills with applied flexibility as required to pivot between tasks. A valid MA Drivers License is required. Applicants under the age of 18 must present the Town with a current valid Workers Permit (as obtained through the school district).

Candidate must also pass: ☒ Pre-employment physical (+ drug/alcohol screen)
☒ CORI background check

Submit your Employment Application via email to: eslagle@townsendma.gov

Or in person/by mail to: Eric Slagle, Town Administrator, Town Hall, 272 Main Street, Townsend, MA 01469

Applications will be accepted ☒ until the position is filled, OR ☐ until: _____.

The TOWN OF TOWNSEND does not discriminate in the selection, hiring, appointment or employment of any individual on the basis of race, color, religious creed, national origin, disability, gender identification, veteran status, ethnicity, appearance, or age.