



**TOWN OF STONEHAM
SUMMER JOBS INTERNSHIP PROGRAM JOB POSTING**

The Town of Stoneham is currently accepting applications for Internships for temporary part time employment during the summer months. Applicants should apply for Internships based on their skills, experience or project interest.

To be considered for an Internship with a Town Department, please email a cover letter expressing your interest in a listed position, your resume if available and a completed Town of Stoneham job application to Donna Gaffey, Human Resources Director, at dgaffey@stoneham-ma.gov. Applications will be **accepted** until **May 23, 2019**. Applications are available at Town Hall and can be downloaded from the Town of Stoneham website.

*Internships Available: # of positions available at each department indicated within (parenthesis)
Total number of Internships available = 7*

(1)Administrative:

Intern: Assist with scanning, filing and copying. Experience with Computers, Word and Excel. Creation of forms and spreadsheets. Prepare packet materials for various projects. Shared position Town Administrator's Office, Town Accountant and Human Resources.

(1)Council on Aging:

Intern: Assist with Outreach/survey development which will require proficiency in Excel. Training and assisting application process for SNAP with eligible seniors, will require computer and communication skills. Updating of website. Assist in managing of programs, organization required.

(3)Recreation Program: *(CPR certification required, must have own transportation)*

Interns: Outgoing personality, ability to interact with all ages. Marketing and Social Media experience is a plus!

(2) Planner:

Intern: Project-Planning & Community Development; Graphics & Data Compilation-creating banded material about successes of department with tracking related to project timelines. Proficiency in Excel and Office; organized; strong writing skills. Ability to work independently. (Estimated hours for project = 35)

Intern: Project-Downtown Parking Study; Interest in planning projects is a huge plus; understanding of data and calculating figures for consultant. Requires ability to manipulate data and perform calculations. (Estimated hours for project = 40)

Intern: Project- Farmers Market; Weekly event held on the Town Common. Intern will be responsible organizing logistics for vendors, community outreach with games and activities. Requires intern should personable and be able to work independently (every Thursday 2-7 pm) (5 hours per week- 45 hours in total).

The summer Internships are open to high school students and college/graduate students who can commit to at least 10 hours per week during the summer months. High School students under the age of 18 will be required to complete an Employment Permit application – available at the HR office or through your school.

Candidates who accept an Internship with the Town and are over 18 years of age, will be subject to a Criminal Offender Record Inquiry (CORI) check. All offers of employment are contingent upon the completion of a satisfactory criminal record inquiry.

The hourly rate of pay is \$12.00.

The Town of Stoneham is an Equal Opportunity/Affirmative Action Employer.