

Student Intern for Outreach & Engagement on Sustainability Programs

The City of Salem is seeking an intern from a local college or university to support our sustainability programs. This person will assist with outreach, engagement, and making sure all members of our diverse community are included in City sustainability/resiliency processes. This internship can be used towards class or undergraduate internship credits.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Work with the Director of Capital Projects & Municipal Operations, the Sustainability and Resiliency Coordinator, and other City departments. Follow existing and implement new strategies for the City's outreach and engagement plans. Assist the Director and Coordinator in their daily outreach and engagement activities. Knowledge of and communication with the City's various local organizations, groups, and community members. Design graphics, fact sheets, brochures, newsletters, and other communication tools for the City mailings and social media posts. Assist with SITES sustainability signage at two Capital project sites (Bertram Field and Forest River Pool). Put together the verbiage and research applicable photos. Work under the guidance of SSU professor Dr. John Hayes for his review.

Assist the Director and Coordinator with *Resilient Together* – the Beverly/Salem Climate Action & Resiliency Plan.

Duties include:

Draft press releases and social media posts

Design a monthly newsletter to be sent out to the Climate Action Advisory Committee and other *Resilient Together* stakeholders

Communicate with various local non-profits, groups, businesses, and community members

QUALIFICATIONS:

Qualified applicants should be passionate and pursuing a degree in a related field (energy, environmental science, sustainability, engineering, etc.) at a local college or university. Qualified applicants should possess the following: Proficiency in the Microsoft suite of applications (Word, Excel, OneDrive, Outlook, etc.). Professional verbal and written communication. Good with graphics and social media. Outgoing, passionate, and detail oriented. Work independently and have flexible hours. Fluency in English and Spanish (not necessary but preferred).

This student intern would work under the Director of Capital Projects & Municipal Operations and the Sustainability and Resiliency Coordinator for up to 3 months (October-December) for up to 10-12 hours a week at 98 Washington Street and remote. There is a \$600 stipend available. For successful and interested interns, the City of Salem could extend the internship to 6 months through the Spring Semester (up to 10-12 hours a week) to continue the work above for a total stipend of \$1,200.

WORK ENVIRONMENT:

Duties involve a combination of activities in normal office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Regular use of computer keyboards requiring eye-hand coordination and finger dexterity. While performing the duties of this job, the employee is frequently required to talk or hear. Specific vision abilities required by this job include close vision, and depth perception. The noise level in the work environment is usually moderate. Employee may be required to work outside in all types of weather.

Interested individuals are encouraged to apply to jobs@salem.com until position is filled.

Human Resources, Lisa B. Cammarata, Director
98 Washington Street,
Salem, MA 01970

DATED: September 25, 2020

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