

# **Mayor's Summer Intern Program – 2019 Summer Opportunities**

## **Public Health & Community Services**

## **2 Positions Available**

**Outreach Interns** - These positions will work with staff in Public Health and Community Services to support grant funded program deliverables. The intern will participate in outreach activities that promote health awareness and prevention education on vaccines, lead poisoning, asthma, emergency preparedness and substance misuse. The intern will work with staff to develop educational materials and prepare educational packets. The intern may assist the division director, managers and staff with the preparation of meeting materials and may attend meetings that will serve to provide educational development and professional growth. The intern will learn about the core functions and the essential services of public health.

## **Arlington Street Community Center - 2 Positions**

**Arlington Street Community Center Support** - These positions will assist the Mayor's Office and ASCC Volunteer Coordinator in scheduling, marketing and clerical duties for the center. The intern will participate in outreach activities, attend board meetings, prepare meeting materials and assist programs offered at the center. It will require an outgoing, energetic personality comfortable working with a diverse population including internal city divisions, multiple community partners and the community.

## **Mayor's Office**

**Research and Administrative Assistant** – This position will assist members of the mayor's staff with preparation of meeting materials, clerical duties, and general community outreach. Other duties will include: researching various initiatives and translating data, filing, and writing draft papers. This intern will interact with various city divisions, community partners and outside agencies. The office requires a mature, business professional.

## **Community Development Division**

**Community Development Intern** - Working with the Community Development Division of the City of Nashua will focus on energy and transportation projects and also learn about work done by each department in the division. Working with the Waterways Manager the intern will help set up and enter energy use data in EPA Portfolio Manager. This will help the City track energy use data to guide energy efficiency efforts and track progress towards reducing energy use. The intern will also contribute to the information gathering for the development of sidewalk and bicycle plans. The intern would assist in collecting sidewalk, pedestrian amenity, and recreational trails data using GPS and GIS technology to contribute to the development of these plans. In addition to these focused projects, the intern will rotate with each department (planning, urban programs, building safety, code enforcement, and the Nashua Transit System) to learn about the work done across the division.

## **Economic Development Division**

**Economic Development Intern** - Working under the direction of the Director on various administrative tasks/functions and special projects. This would be a great opportunity for someone who is interested in business administration, government, public relations (“communications”) and urban planning. The preference is for a student looking to study one of these type of majors in college.

## **Nashua Public, Education, Government (PEG) Community Television Intern**

**1 position will spend time across 3 areas of focus:**

**PUBLIC** - Nashua PTV is the City of Nashua’s Public Access Channel known as Access Nashua. The Public Channel is the division of PEG that is designed for the general public to utilize the facility and create their own programming. We supply the equipment along with the professional guidance to enable individuals or groups to take their ideas from paper to reality. Interns will be involved in a variety of activities that will build skills beyond just the broadcast television spectrum. In addition to pure TV production, interns will enhance their social media skills as they help to further our Facebook, Twitter, Instagram and YouTube presence on the internet. They will be using Microsoft Office as they learn record keeping expertise and scheduling of studio time and equipment. Post production digital editing will be an integral part of their overall experience as well. There will also be a bit more mundane responsibilities (yet no less important to the overall health of the organization) such as phone answering and taking messages.

**EDUCATION** - Nashua ETV is the City of Nashua’s Education channel and provides Board of Education meeting coverage along with a wide variety of educational and sports programming. Interns with Nashua ETV will likely work providing support for both live and recorded productions, video editing, social media integration and may act as producer for regular programming materials or special PR pieces promoting Nashua ETV or our programming. Productions are often fast paced and provide the intern with on-the-job training that will last a lifetime.

**GOVERNMENT** - Nashua GTV is the City of Nashua’s Government channel. The Government channel is charged with covering all City Committee and Board meetings, as well as City sponsored events. These events include parades, divisional open houses, and Emergency Management seminars. Interns with Nashua GTV will learn production techniques required in multiple robotic camera event coverage as well as post production video editing. On occasion city officials, including the Mayor, come to the studio to produce various announcements, and this is always a great opportunity for interns to further the production techniques already learned from their ETV and Access Nashua experience.

## **Risk Management Department**

**Building Grounds Maintenance Specialist** - suitable candidate will assess, implement and execute building grounds maintenance. Grounds maintenance includes safe removal of rubbish, weeding of mulch beds, walkway clearing and directional signage. Will learn to be

proficient in the use of Personal Protective Equipment (PPE) and will be trained in the safe effective use of chemicals used for grounds maintenance. This position requires the candidate to be capable of performing a variety of physical labor including, bending, kneeling, reaching and standing for long periods of time; lift and carry boxes, tools, equipment and materials. This position will report to Jay Hunnewell, Building Manager.

**Safety Coordinator**– position will assist with the coordination of municipal safety activities, including creation of SDS Data Sheet inventory centralized online database, safety reporting program development, overhaul of the Risk Management internal website and conversion of PowerPoint presentations into accessible online presentations. Will learn to advise on measures to minimize hazards or unhealthy situations, be a constant lookout for violations and be able to demonstrate a strong level of confidence when addressing a training group. The ideal candidate will be a responsible individual, have a strong commitment to working safe and a desire to learn about safety and loss prevention. It is important for the candidate to have strong computer skills, especially in the use of Microsoft Office Professional. This position will report to Ross Dugas, Safety/Loss Prevention Analyst.

## **Division of Public Works**

### **Engineering – Engineering Intern**

Incumbent performs varied tasks to support engineering within Public Works.

#### **ESSENTIAL JOB FUNCTIONS:**

- Adds new files to records system and re-organizes existing files related to engineering permits, plans and technical documents.
  - Scans paper documents including large format plans and organizes them in electronic filing system.
  - Enters data into spreadsheets and GIS.
  - Occasionally will accompany engineering staff to assist them in gathering field information.
- Performs other related duties as assigned.

### **Parks & Recreation - Public Works Greeley Park Landscaper Intern**

Incumbent performs varied landscaping tasks at Greeley Park. Mondays through Fridays from 6:45 AM to 2:45 PM

#### **ESSENTIAL JOB FUNCTIONS:\***

- Mulches beds, plants flowers, waters plants, weeds beds.
- Picks up litter, empties trash, paints, and sets up chairs & tables for events.
- Removes graffiti, sweeps, cleans and restocks restrooms.
- Sets up soccer fields and grooms ballfields □ Perform other related duties as assigned.

## **Parks & Recreation - Public Works Holman Stadium Groundskeeper Intern**

Incumbent performs varied field and facility maintenance tasks at Holman Stadium and surrounding facilities. Mondays through Fridays from 6:45 AM to 2:45 PM

### ESSENTIAL JOB FUNCTIONS:\*

- Mulches beds, plants flowers, waters plants, weeds beds at Holman stadium and surrounding facilities.
- Picks up litter, empties trash, paints, and sets up chairs & tables for events.
- Removes graffiti, sweeps, cleans stands, cleans and restocks restrooms.
- Sets up field and grooms infield, puts down and removes rain tarp.
- Perform other related duties as assigned.

## **Parks & Recreation - Stellos Stadium Groundskeeper Intern**

Incumbent performs varied field and facility maintenance tasks at Stellos Stadium and surrounding facilities. Mondays through Fridays from 6:45 AM to 2:45 PM

### ESSENTIAL JOB FUNCTIONS:\*

- Mulches beds, plants flowers, waters plants, weeds beds at Stellos stadium and surrounding facilities.
- Picks up litter, empties trash, paints, and sets up for events.
- Removes graffiti, sweeps, cleans stands, cleans and restocks restrooms.
- Sets up Stellos Stadium field for events.
- Perform other related duties as assigned.