

PLANNING INTERNS NEEDED

Town of Franklin, Massachusetts

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

The Town of Franklin's Department of Planning and Community Development manages an intern program to carry out previously planned community projects, as well as develop plans for the community's future. Interns work with Department personnel on a variety of issues; currently at least two interns are needed to work with senior staff on the following projects:

- Develop a detailed listing of social services available to Franklin's residents, and creation of related web page.
- Update of Franklin's Affordable Housing Plan.
- Economic development related projects, including business attraction and retainage efforts, and economic opportunity area and priority development site projects.

Please note, in addition to specific assigned projects, all interns are expected to perform normal office functions as needed, including answering telephones, file management, data entry, copy documents, fax materials, and maintain an email account.

Interns working within the Town come from a wide range of academic backgrounds, and include, undergraduates, graduate students, recent graduates struggling to establish their careers, and individuals attempting to change careers. Internships are unpaid, but individuals gain significant work experience, making themselves much more marketable.

Individuals interested in working an unpaid internship should provide the Town of Franklin's Department of Planning and Community Development with a letter/email of interest. Please indicate days of the week and hours available, areas of interest, university/college, academic program, and applicable work experience and acquired skills.

Start Date: Internship starting dates are flexible (immediately; next semester, summer).

Number of hours a week: 7 or more.

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