

Town of Wenham

Fall 2018

Internship Opportunity in Town Administrator and Permitting Offices

September 2018 – December 2018

Contact: Jackie Bresnahan, Permitting Coordinator and Special Projects Manager

978-468-5520 ext. 4

jbresnahan@wenhamma.gov

What you will learn:

- How to build and structure a budget document grounded in nationally recognized best practices
- Internal operations for municipal permitting, planning, assessing, and DPW offices
- Logistics of planning and preparing for public meetings, public hearings, and other Open Meeting Law compliant activities, including legal notices, minutes, and application deadlines
- How to adapt citizen engagement theory to municipal budget process
- M.G.L. relevant to the Town Administrator's office, Open Meeting law, Public Records law, land use planning, permitting, public health, etc.
- Experience with reorganizing municipal and zoning bylaws (Bylaw Codification)
- Municipal Budget process for a Town with Open Town Meeting/BOS/TA form of government
- Policy and best practice research and implementation

What you will do:

- Assisting the Town Administrator's Office in formatting and preparing the Budget Document
- Helping with preparation for meetings by assembling packets, drafting presentations, and assisting with meeting agendas
- Researching and drafting memos/briefs on best practices and/or M.G.L.
- Providing excellent customer service at the Permitting Office
- Working on citizen engagement strategies and related action items
- Drafting marketing materials for events and programs
- Assisting with the execution of the third annual Citizens' Leadership Academy
- Occasional office tasks: phone calls, sorting mail, logging calls, etc.
- Other projects as assigned based on the intern's interests and goals and the needs of the Town

What we require:

- Set schedule for the length of the semester (8-15 hours a week)
- CORI check through Town Treasurer/Collector

Other considerations:

Unpaid position. Staff willing to act as supervisor for course credit.

Interested applicants should submit their resume and a letter of interest to jbresnahan@wenhamma.gov by August 20, 2018 at 4:30 pm