



Nahant Town Hall
334 Nahant Road
Nahant, MA 01908
Tel. (781) 581-9927 Fax (781) 593-0340

Nahant Town Hall Paid Part-time Internship

The Town of Nahant is seeking a College aged student to fill a paid part time internship at the Nahant Town Hall. Applicants should have a strong knowledge and understanding of the digital media landscape, including various social media platforms and strong communication skills.

Intern Requirements and Qualifications:

- High School degree or equivalent.
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint and Excel).
- Experience with internet and social media platforms
- Must be 18 yrs. of age.
- Excellent written and verbal communication skills, self-directed and able to work without supervision.

Duties and Responsibilities:

- Update and post supervised social media and website content: respond to web correspondence, social media posts, and emails.
- Assist in preparing information such as PowerPoints and presentations.
- Perform basic clerical duties such as distributing/sorting mail, answering phones, directing calls.
- Assist with special projects and Town related events as needed.

Hours: 20+ hours per week

Salary/rate: \$14.25-\$17.00 per hour depending on experience

Please send cover letter with resume to Kristin Taylor at ktaylor@nahant.org or mail/drop off to the Nahant Town Hall, 334 Nahant Rd. Nahant, MA 01908
Accepting resumes until June 14, 2024.