



**TOWN OF FRAMINGHAM
MASSACHUSETTS
NOTICE OF VACANCY
April 13, 2015**

**RFP#15-105
Posted 04/13/2015**

POSITION: Coop Student/Intern
DEPARTMENT: Engineering
SALARY: M1 \$17.71 per hour/6 Months
HOURS: Monday - Friday (8:00 AM – 2:00 PM)

We're looking for a student who wants to have the opportunity to use their passion for design and communications technology to help us build an internal/external marketing and social media strategy and the associated communications vehicles to deliver more value to our customers.

Customer Service

Must be able to show understanding and empathize with residents and their concerns and communicate their concerns/issue to the appropriate parties swiftly and effectively.

The ability to work as part of a team and contributor in meetings.

Possess the ability to understand and follow written and oral instructions with a minimum of supervision.

Design

Working with the Sr. Communications Manager, assist in developing a database of internal/external communication tools and assist with design/development of a templates database for departmental use. Create publications including newsletters, PowerPoint presentations, handouts and information packets.

Technical

A working knowledge of design and familiarity of application of design to websites, social media and social media management tools. Ability to shoot and edit still photography and video.

Writing Skills

Given direction and information, must be able to draft written content for social media/ website/newsletters and other internal/external communications.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.