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TOWN OF BOONTON
100 WASHINGTON STREET
BOONTON, NEW JERSEY • 07005



INTERNSHIP: Communications & Community Engagement

Application Deadline: Available Year-round

Position: Part-time, Unpaid

Description

The town of Boonton, NJ is seeking a Communications, Social Media & Community Management Intern. Current students or under/unemployed applicants welcomed. The position will allow the intern to participate in building, managing and producing content for a communication system geared for keeping residents informed.

Residents of Boonton or the surrounding area highly preferred.

Responsibilities

- Write effective copy, excelling in correct spelling, punctuation, and grammar.
- Use alternate forms of communication (including graphic arts), resulting in improved interactions.
- Edit and proof other team members work and provide constructive feedback
- Utilizes social media to engage with a community of fans/followers online
- Coordinates online marketing and advertising campaigns
- Writes content for and manages production of a quarterly newsletter
- Collaborates with internal departments on projects and assignments
- Demonstrates interest in traditional communications, social media and how media and communication strategies can continuously engage the community

Requirements

- Provide links to 1-3 social networking profiles to demonstrate interest and knowledge
- Possesses skills in writing, presentation, interpersonal relations, and customer management
- Performs well in environment that values creativity, flexibility, and variety
- Exhibits personal qualities, such as open-mindedness, enthusiasm, and adaptability
- Prefers challenges, fast pace, new ideas, future focus, and unstructured environment

Skills

Required - Writing and Editing, Social Media, Newsletter Writing, Newsletter Production, Microsoft Word, Administrative Assistant

Preferred - Microsoft Publisher

How To Apply

An application and interview is required for consideration and can be completed at www.boonton.org.