

Town of Canton, Massachusetts

OFFICE OF THE PLANNING BOARD

TOWN HALL

801 WASHINGTON STREET

CANTON, MASSACHUSETTS 02021

781-821-5019 / F. 781-821-5043

Town of Canton Planning Board Internship Opportunity

The Town of Canton Planning Board is seeking an intern to assist the Board in various projects including database creation and records retention management.

Major Function:

Under the direction of the Administrative Assistant and the Planning Board Members, the Intern will carry out the Commonwealth of Massachusetts Records Retention Schedule for all files contained within the Planning Board office. All records are considered public records and date back many years. Some of these records should be maintained and some need to be purged. The intern will be responsible for creating a system in conjunction with the Board that will allow files to be easily accessed and purged when the applicable retention period is satisfied and appropriate documentation is filed.

The intern must be personable, have strong writing skills, and possess excellent research capabilities. The candidate should have a familiarity with the concepts of filing and indexing of planning records. Candidate shall also be self-motivated, enthusiastic, and responsible. The ideal candidate is a graduate student with substantial writing experience who is studying law, public policy, public administration, urban planning or another related field.

How to Apply?

Send a cover letter, resume and references by email to:
ComeauJeremy@verizon.net

Or send a cover letter, resume, and References by mail to:

TOWN OF CANTON
Planning Board
Intern Coordinator
Memorial Hall
801 Washington Street
Second Floor
Canton MA 02021

Deadline: February 6, 2012