



**Position Title:** Summer Intern

**Department:** General Government

**Direct Report:** Town Administrator

**Duration:** 6 Weeks (16-20 hours per week)

**Pay:** \$15 per hour

---

### **JOB SUMMARY**

This position is part of the Town of Upper Marlboro Summer Youth Jobs Program, a six-week, part-time opportunity for youth ages 16 to 20. It provides valuable hands-on experience in local government and helps develop key professional skills. Participants will assist with office tasks such as filing, data entry, and using basic office equipment, as well as support staff with projects, social media, and community outreach. This role requires strong communication skills, basic computer proficiency, and a positive, responsible attitude. Preference is given to Town residents.

### **DUTIES AND RESPONSIBILITIES**

- Assist with general office tasks such as filing, data entry, and organizing materials.
- Operate basic office equipment including printers, copiers, and scanners.
- Assist with staff with various projects.
- Support town staff with social media posts and community outreach efforts.
- Attend staff meetings or training sessions as assigned.
- Perform other administrative or operational support duties as needed.

### **MINIMUM QUALIFICATIONS**

- **Must be between the ages of 16 and 20.**
- Basic computer proficiency (e.g., Microsoft Office, Google Suite).
- Have an interest in government.
- Strong communication skills—both written and verbal.
- Familiarity with social media platforms (Instagram, Facebook, Twitter, etc.).
- Ability to follow instructions, manage time effectively, and maintain a positive attitude.
- Operate basic office equipment responsibly.
- **Preference will be given to residents of the Town of Upper Marlboro.**