



**Job Posting: Community Engagement and
Communications Intern**

Job Title: Community Engagement and Communications Intern

Location: Town of Bluff, Utah

Job Type: Temporary

Supervisor: Town Manager, Mayor

Application Deadline: Tuesday, April 15, 2025, at 9:00 PM

Overview:

The Town of Bluff is seeking a detail-oriented and proactive intern to assist with administrative tasks and support town operations. This temporary position focuses on office-based responsibilities, offering valuable experience in local government administration, communication, and organizational management. The intern will work closely with town staff to prepare documents and communications, record procedures and create operations manuals.

Key Responsibilities:

1. Prepare Educational Materials for Town Ordinances (Approximately 80 – 120 hours)

- Develop clear and engaging communication/education materials (pamphlets, brochures, one-pagers, etc.) for Town of Bluff's ordinances including the new building code to help residents understand the ordinances.
- Update and maintain the town's website with relevant information, ensuring content is accurate and current.
- Draft public announcements, newsletters, and other town communications to support the roll out of the educational materials.

2. Website Maintenance (Approximately 40 hours)

- Provide suggestions on website design and ideas on how to improve resident access to materials.
- Where applicable, make adjustments and update relevant portions of the website to deliver clear and concise information for users.

3. Organizational Support & General Administrative Duties (Ongoing)

- Organize and document Standard Operating Procedures (SOPs) for town departments.
- Help to maintain digital and physical filing systems for town records, ensuring accessibility and compliance.
- Support town staff with day-to-day office tasks, including data entry and correspondence, as needed.
- Assistance with other projects, as assigned.

4. Event Planning (Approximately 40 hours/Ongoing)

- Help coordinate Annual Bluff Volunteer Fire Department Fundraiser
- Help coordinate special projects and community events, as needed.

5. Prepare & Give Final Presentation

- Prepare and present a final presentation to the Bluff Town Council demonstrating project work and key learning during the internship period.

Desired Qualifications and Skills

- Excited to learn!
- Organizational and time management skills.
- Excellent verbal and written communication skills.
- Computer literacy, including use of email, Microsoft programs, and shared documents.
- Familiarity with website content management is a plus.
- Ability to work independently and as part of a team.
- Interest in local government, community planning, or public administration is a plus!

Physical Demands

- Must have the ability to perform office-related tasks which may include prolonged sitting or standing.

Compensation:

\$16.00/hour, Temporary, Part-Time or Full-Time position

Schedule: Flexible between the hours of 8 am and 6 pm weekdays, based on intern's schedule.

Duration: 6-10 weeks full-time, or 10-14 weeks part-time

How to Apply:

Fill out our online application through Google Forms: [Internship Program Application](#).

A link to the application is also available on the town website homepage.

*Optional: **In addition** to filling out the form, you can also send your resume and/or letter of interest to Erin Nelson, Town Manager, at manager@townofbluff.org.*

Application closes at 9:00 PM MDT on Tuesday, April 15, 2025

Questions? Let us know! Email: manager@townofbluff.org or call 435-269-0021

The Town of Bluff is an equal opportunity employer and does not engage in unlawful discrimination on the basis of race, color, national origin, sex, age, or disability with respect to employment, Town services, programs, and activities, or functions.