



Job Posting: Technical Project Support Intern

Job Title: Technical Project Support 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 motivated and detail-oriented intern to assist with a variety of town projects. This temporary position offers a unique opportunity to gain hands-on experience in local government operations, community engagement, and project management.

Key Responsibilities:

1. Addressing Project (Approximately 80 – 120 hours)

- Collaborate with town staff and residents to verify and update address data based on the town's addressing grid system.
- Research, record, and assign physical addresses within the town limits.
- Develop a communications plan to inform residents of any changes to their physical addresses.
- Prepare reports and maintain organized records of address assignments.

2. Roads Department Support (Approximately 80 – 120 hours)

- Conduct a sign inventory project, recording the location, condition, and type of road signs within town limits.
- Contribute to the development and documentation of operational processes for the Roads Department.
- Assist in drafting standardized forms and protocols for road maintenance and signage management.

3. Bluff Cemetery Department Support (Approximately 40 hours)

- Assist in establishing processes and procedures for the newly formed Cemetery Department.
- Research best practices for cemetery management and record-keeping.
- Support the development of a clear and accessible system for recording cemetery data.

4. General Support (Ongoing)

- Communicate effectively with town staff and community partners.
- Prepare written materials, such as reports, notices, and project updates, as requested.
- Provide administrative support for various town initiatives, 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!
- Ability to research independently
- Organized
- Computer literacy, including use of email, Microsoft programs, and shared documents.
- Excellent verbal and written communication skills
- Ability to work independently and collaboratively with town staff and residents
- Attention to detail and problem-solving skills
- 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 based on availability

Schedule: Flexible between the hours of 8am and 6pm 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

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