

Internship Opportunities – Holland Select Board office

Project Management/Town Administrator Intern

- Assist Town Administrator in planning, documentation and communication/education on special projects
- Research, compile and analyze information pertaining to town priorities and/or emerging issues
- Interact with other departments to gather information and document deliverables
- Perform administrative work involving research, program or project management, and preparation of reports and presentations
- Track, analyze and report on projects as assigned
- Prepare summaries of projects to be used for informing town employees and residents on happenings
- Other duties according to the student's interests