



Diversity Equity and Inclusion and Mayor's Office Job Description

Mayor's Summer Internship Program

Position Purpose:

Performs responsible professional work providing information on behalf of the City through various communication outlets to diverse audiences. Works with the Mayor on strategic communication initiatives for the City. Performs all other related work as required.

Essential Functions:

- Participate in all internship activities and events scheduled during normal business hours
- Develop City-Wide directory of services for residents
- Participate in the upkeep of electronic files and drives
- Assist with research, planning, and implementation of strategic initiatives related to Diversity, Equity and Inclusion
- Support document management, including updating resources and maintaining files
- Collaborates closely with the Web Master on website content and design, social media outlets and other communication initiatives to enhance community and city relationships for the Mayor's Office, Citizen Participation Officer and Diversity Equity and Inclusion
- Participates in select neighborhood and community meetings hosted by Diversity, Equity and Inclusion Officer and Citizen participation Officer
- Works in partnership with the Human Resources and the Citizen Participation Officer on promoting jobs and volunteer opportunities for Boards and Commissions through various media outlets including website, social media, newsletters, testimonials, and special events.
- Performs similar or related work as required, directed or as the situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

- Current student in good standing or recent graduate
- Or any equivalent combination of education, training, and experience.
- Must possess a valid Class D Driver's License.

Knowledge, Ability and Skill:

Knowledge of:

- Modern principles and practices of media and public relations
- Marketing and communication techniques
- Correct English usage, grammar, spelling, and vocabulary
- Computer applications, graphics, and multi-media presentation techniques
- Basic research methods.

Ability to:

- Adapt quickly to changing priorities and deadlines
- Work independently

- Speak and write effectively
- Establish and maintain effective working relationships with staff, media and community
- Research, write and edit publications, marketing materials and reports
- Communicate through various means, such as oral, written, visual, etc.
- Prioritize tasks and manage multiple short and long-term projects at one time

Skills:

- Excellent written and oral communication
- Strong interpersonal, public relations and organization
- Content management, graphic design, word processing and spreadsheet, database formatting and design.

Physical Requirements:

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods. Must be able to communicate written and verbally. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs varied and responsible work requiring the exercise of independent judgment and initiative to complete tasks, particularly in situations not clearly defined by precedent or established procedures.

Supervision Received: Works under the direction of the Mayor (or designee) with considerable latitude for independent judgment and initiative.

Supervision Given: None.

Job Environment:

- Most work is performed in office conditions; regular schedule requires attendance for evening meetings.
- Operates an automobile, computer, telephone, and other standard office equipment.
- Performance of duties requires regular contact with the community including residents, business owners, public, community organizations, local and state agencies.
- The employee has access to some confidential information.
- Errors in judgment could result in delay or loss of service, or adverse public relations.

The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

The City of Framingham is an Affirmative Action Equal Opportunity Employer

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