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DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

Municipal Record Digitization Intern

Description of Position

Strafford Regional Planning Commission seeks a Municipal Record Digitization Intern to support our Economic Development District's Recovery and Resiliency Planning Program. This position provides an opportunity to work with a collaborative team focused on supporting the region's municipalities plan and adapt for a more resilient future.

Overall, Commission employees are hardworking, motivated individuals dedicated to providing the highest quality of public service in a friendly, progressive environment. The right individual will have a positive attitude about working for the Commission and representing the Strafford region. For more information about the Commission, visit www.strafford.org.

Responsibilities

This position will be primarily tasked with assisting SRPC's Economic Development team to digitize municipal records in each of the 18 communities that are supported by the Strafford Regional Planning Commission.

Candidate Qualifications

Applicants must, at a minimum, be enrolled in a bachelor's degree program studying planning, community or economic development, or other related fields.

The ideal candidate will have the following skills:

- Excellent communication and customer service skills.
- Team orientation and personal accountability.
- Willingness to learn how to use scanning equipment. No prior experience is required, as training will be provided.
- Must have reliable transportation to and from the Commission office and/or assigned municipalities.

The rate of pay is \$15 per hour. Schedule and exact start and end dates will be set to correspond with the selected candidate's academic calendar and availability.

Application Submission

Please reply with a cover letter, resume, three professional references, and one work sample. Submit materials to apply@strafford.org using the subject line "**Municipal Record Digitization Intern**." Position is open until filled.

Additional Information

Strafford Regional Planning Commission is an Equal Opportunity/affirmation Action Employer. All qualified applicants will receive consideration without regard to race, color, religion, creed, age, sex,

sexual orientation, and nation of origin. The Commission encourages minorities, women, and socially and economically disadvantaged applicants to apply.