



Oakland Township Job Posting

Position:	Office Intern
Employment Type:	Part-Time, Casual, Hourly
Department:	Clerk
Reports To:	Township Manager
Wage Range:	\$18.00 per hour

Job Summary

The Office Intern is responsible for a variety of clerical assignments, primarily in the Clerk's Department, including but not limited to customer service, social media, record retention, meeting minutes, and elections. Also supports other departments at Township Hall as time and needs require.

Work Hours

Normal work hours are generally Monday through Friday, 8:00 AM – 4:30 PM. This position requires some weekend and evening hours. During election cycles, this position requires a flexible schedule, working with the team to cover evenings and weekends preceding the election, and working election day in its entirety.

Duties & Responsibilities

- Answering phone and assisting at the front counter.
- Assisting with posting agendas and preparing meeting minutes.
- Collaborates with the Township team to create content and a planning calendar for social media.
- Assisting with creating content for and updating Township Hall TV announcement boards.
- Assisting with filing records.
- Assisting with board and commission meeting set-up and tear-down.
- Assisting with all aspects of elections.
- Organizing information and materials in the first-floor lobby and Board Room.
- Other duties as assigned.

Knowledge, Skills, & Qualifications

- Strong proficiency in computers and office technology, including but not limited to MS Office applications, Canva, and social media platforms.
- Self-motivation and attention to detail.
- Strong organizational and communication (written and oral) skills.
- Professionalism to interact with elected officials, the public, and coworkers.

- Valid Michigan Driver’s License and satisfactory driving record.

Experience & Education

- Currently pursuing a degree in a related field at an accredited College/University.
- Demonstrated ability to work with minimal supervision.
- One year or more of office experience preferred.

Physical Requirements

This position primarily involves work in an office environment. While performing the duties of this job, the employee is regularly required to:

- Remain in a stationary position for extended periods of time, operate a computer and other standard office equipment, and communicate effectively with staff and the public.
- Move about the office to access files, supplies, and attend meetings.
- Occasionally bend, reach, kneel, or climb a step stool to retrieve or store materials.
- Lift, carry, and move items weighing up to 50 pounds, particularly during election periods when transporting election equipment and supplies may be required.
- Travel to other locations for training, meetings, or election-related duties as needed.

To Apply:

Submit cover letter, resume, to jschoenherr@oaklandtwpmi.gov, with “**Office Intern**” in the subject line.
The Charter Township of Oakland is an Equal Opportunity Employer.