



Summer Internship Opportunity

As part of the summer jobs grant through the MassHire Career Center and the City of Greenfield, we are offering an internship at our company in Greenfield.

Hours Weekly 18-20

Schedule: Tues-Wed-Thurs 10AM to 4PM (Some flexibility with hours and time of day, some virtual and some in-person to be worked out with the intern we hire.) We are located in downtown Greenfield just behind City Hall, our address is 239 Main Street, Rear.

Job Description: You will be trained in the use of our website software and will then work on:

- Updating customer lists on our website
- Supporting customer requests
- Assisting in the building of new sites.
- We will also have social media tasks to complete.

Qualifications:

You should be comfortable with using a computer and have basic reading, writing, and internet skills. It will also be necessary to communicate with management regarding tasks to be done and updating us on completion. There is some repetitive movement required as with working with computer and mouse.