

A Great Place to Serve

Center Township serves its residents in many ways, most prominently through Township Assistance, the provision of “basis necessities of life” - food, medical treatment, medicine, shelter, utilities, and in limited circumstances, transportation. There are other responsibilities of the Township, but the largest part of Center Township’s service is Township Assistance. As an employee of the Township you will be a part of giving that “hand up” to residents in need.



ACCOUNTABILITY INTEGRITY TRANSPARENCY IN GOVERNMENT



Robert A. Lee, Trustee

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Center Township of Howard County, Indiana

STUDENT INTERN OPPORTUNITIES

beginning in the summer 2017



Offering a hand up, not just a hand-out.



Who we are seeking

The majority of the work accomplished in the township office is performed on a computer. Therefore a candidate should at the very least have the skills to use word processing and spreadsheets, as well as the ability to learn the basic features of the township software. The Township is also in the process of digitizing paper files, which requires a familiarity with scanning and organizing the resulting computer documents into files. Candidates should have the ability to converse both over the phone and in person as dealing with clients is an integral function of all employees of the Township.

What we are offering

The Township is offering this intern opportunity to college age students as a part-time temporary position. This opportunity comes with an above average wage, with weekday, daytime hours of service (no nights or weekends). The Township offers some advance training for candidates with basic skill sets.

Because turnover is very infrequent, employment opportunities with the Township are not common place. However, for that same reason, many of the staff have served the Township faithfully for years, and in the next decade will be approaching retirement. Therefore a career opportunity could present itself for the right candidate.

As with all office positions, much time is spent doing the routine, and many of those we seek to assist don't show appreciation, but the reward of witnessing that one family that is changed by your assistance is well worth the perseverance.

How to apply

- Submit an Application for Employment indicating "Position Applied For" as "INTERN." The application can be downloaded from our website.
- In a separate letter indicate what your plans are for continuing or completing your education, your current hopes or plans following completion of your education.
- Return both documents by **May 15, 2017** to the Township Office at 213 East Jefferson Street, or by mail to PO Box 905, Kokomo, IN 46903 or online to: employment@centertownship1.com



Download the application online, and submit it to the following address:

employment@centertownship1.com