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Job Description: Part-time Internship for 2025

Sylvan Township is looking to hire a part-time office member who is eager to learn more about township government and general office procedures to be an Assistant Deputy Clerk. This internship during 2025 will be up to 20 hours per week. The position is very computer oriented and will touch base on several different areas of office and government work. Some areas include community focused customer service, filing, data entry, HR, grants/grant writing, Microsoft Office products, creating/using databases, SOPs, and other miscellaneous projects.

Candidates must hold a high school diploma or GED diploma and be in a post-secondary institution with a course(s) that aligns with office or government related work. This position has the possibility for continuing employment.