



Live • Work • Play • Learn

The **Mayor's Summer Youth Workforce** returns in 2023 with summer employment opportunities for young people aged 15 to 24. Through the program, young people take on jobs in the departments and divisions of the city, and gain job skills and knowledge to take with them into adulthood. The City of East Providence benefits from the unique set of 21st century skills that young people possess, while program participants earn money and take an active part in their city government. The program is administered with funds from the Federal American Rescue Plan Act of 2021 (ARPA).

"We received a lot of positive feedback from last year's participants," said Mayor Bob DaSilva. "Young people who worked for the City of East Providence not only earned money over the summer, but they engaged with their local government. Moving on from the program, the young people have a better understanding of how their city works. We hope that this will encourage more people to be active in local government and will help us attract high quality candidates for positions in the future. It's also a good thing to help put money into the pockets and bank accounts of the people of our community."

Most positions in the Mayor's Summer Youth Workforce are part-time (18 hours) and start at \$15 per hour. Young people who are interested in participating in this year's program can fill out [an interest form](#) beginning April 15, 2023. Applicants must be between the ages of 15 and 24, and participants will be chosen following an interview process. Applicants aged 18 and above must complete a BCI check before beginning employment.

Participants in the Mayor's Youth Workforce begin on three separate dates.

College age: May 22-August 18 (12 weeks)

Recent high school graduates: June 12-August 18 (10 weeks)

High school age: June 26-August 18 (8 weeks)

Following are positions that are part of the Mayor's Summer Youth Workforce.

Department: Affirmative Action

New Media Producer: The New Media Producer documents examples of diversity, equity, and inclusion in the City of East Providence through photographs, video, and visual presentations. The ideal candidate is self-directed, creative, has experience creating high quality media, and can engage with different types of people.

Department: Animal Control

Animal Education Assistant: The Animal Education Assistant works with Animal Control Division leaders and staff members to create opportunities to educate the public on responsible animal ownership and respect for wild animals. The ideal candidate has experience creating informational media and enjoys interacting with the public.

Department: Canvassing

Special Election Staff: With the increased attention on safe and secure elections in recent years, Special Election Staff members educate the public about the upcoming special election and works with the Canvassing Department staff to promote engagement in government. The ideal candidate has an interest in City Government and enjoys interacting with the public.

Department: City Clerk

City Hall Greeters: City Hall can be a busy place during the summer. City Hall Greeters meet members of the public and guide them to their destinations in and around City Hall. The City Hall greeter may be asked to take on special projects within City Hall. The ideal candidate enjoys interacting with the public.

Department: Finance

Finance Assistant: Finance Assistants support the divisions in City Hall that deal with numbers and figures. Supporting the tax collector, controller, accountants, purchasers, and budget analyzers, Finance Assistants also take on special projects related to fiscal productivity. The ideal candidate has strong number sense and a basic knowledge of accounting and spreadsheets.

Department: Fire Department

Summer Program Clerical Assistant: The Clerical Assistant supports the Fire Department administration staff with all aspects of fire safety for the residents and business owners in the City of East Providence. This position also includes assisting the Fire Department Training and Safety division with ongoing projects.

Firehouse Maintenance Assistant: The Maintenance Assistant assists firefighters at the Fire Stations with necessary light maintenance and improvements in and around the buildings. The ideal candidate is handy and works well with others.

Department: Human Resources

Mayor's Summer Youth Workforce Coordinator: The Mayor's Summer Youth Workforce Coordinator will work with staff of the Office of Human Resources to provide support for program participants and employees who work with program participants. Duties will include scheduling, monitoring of workplace progress, and coordinating goals of the program. The ideal candidate has excellent organization and communication skills.

Human Resources Assistant: The Human Resources Assistant works with the staff of the Office of Human Resources to provide services to the employees of the City of East Providence. The ideal candidate has excellent organizational skills and is able to use productivity software like Microsoft Word and Excel.

Department: Information Technology

Technology Maintenance Assistant: The Technology Maintenance Assistant assists the staff of the Information Technology Department to maintain computers and devices used by employees of the City of East Providence. The ideal candidate has experience with computer maintenance and is able to communicate in an effective and professional manner.

Department: Library Services

Summer Library Assistant: The Summer Library Assistant provides support in many areas of the libraries in East Providence. The ideal candidate is comfortable communicating with Library patrons and has skill working with a variety of technical devices. Creativity and the ability to adapt to change quickly are important for this position. The Summer Library Assistant is someone who thrives in an engaging environment that inspires curiosity and promotes lifelong learning.

Department: Mayor's Office

Mayoral Assistant: The Mayoral Assistant provides support to the staff of the Mayor's Office in a variety of ways. The ideal candidate is outgoing and can engage visitors to the Mayor's Office in a professional and courteous manner. Technology and media production skills are important for this position to contribute to special projects.

Department: Planning and Economic Development

Planning Assistant: The Planning Assistant works in the Planning and Economic Development Department to assist with tasks related to many major projects throughout East Providence, such as a pedestrian safety study of all public schools in the City of East Providence. The ideal candidate has strong technology and reasoning skills, enjoys working on complex projects, and is detail oriented.

Department: Police Department

New Media Producer: The New Media Producer creates presentations and video for use by the East Providence Police Department. The ideal candidate is self-directed, creative, has experience creating high quality media, and can engage with different types of people. This position requires a background check.

Front Window Clerk: The Front Window Clerk will work with sworn and civilian members of the East Providence Police Department and will greet and provide information to the public. The ideal candidate has experience dealing with the public, can make simple financial transactions, and communicates effectively.

Department: Public Works

City Beautification Crew Member: The City Beautification Crew works on projects to enhance the appearance of neighborhoods and parks throughout the City. The ideal candidate likes to work outside, works well as a member of a team and has attention for detail.

Automotive Assistant: The Automotive Assistant helps maintain the fleet of cars used by the City of East Providence. The ideal candidate has documented experience working on automobiles, such as in a career and technical education program.

Engineering Assistant: The Engineering Assistant works in the Engineering Department to assist with tasks related to the field. The ideal candidate has strong technology skills and documented learning experiences with engineering principles, such as in a career and technical education program.

Public Building Maintenance Assistant: The Public Building Maintenance Assistant works in the buildings of the City of East Providence (such as City Hall). The ideal candidate is handy, self-directed, works well with others, and can help solve problems that come about in our busy buildings.

Highway Maintenance Assistant: Highway Maintenance Assistants help to take care of issues on roads throughout the City of East Providence. The ideal candidate likes to work outside in many locations, and with their hands.

Department: Recreation

Recreation Center Staff: The Recreation Center Staff Member supervises the Recreation Center facility and weight room area, checks members in, and processes registrations, and performs other duties. The ideal candidate is able to engage with members in a professional and responsible manner and has excellent communication skills.

Camp Staff: Camp Staff members supervise youth campers (ages 6-12) during after camp care at the Recreation Center. The ideal candidate works well with children, is prompt, reliable, and always provides safety and order.

After Care Camp Staff: After Care Camp Staff members supervise youth campers (ages 6-12) during after camp care at the Recreation Center. The ideal candidate works well with children, is prompt, reliable, and always provides safety and order.

Department: Senior Services

Technology Specialist: The Technology Specialist works at the East Providence Senior Center to help Seniors best utilize their tablets, computers, and smartphones. The ideal candidate enjoys working with Seniors and is proficient in the use of smartphones, tablets, apps, and other technology.

Gardening Club Coordinator/Shopping Assistant: The Gardening Club Coordinator works with staff at the East Providence Senior Center to build and maintain a gardening club for the gardening season of 2023. The Gardening Club Coordinator will take inventory and shop for gardening supplies to ensure that everything is needed for maintenance of the gardens are available. The ideal candidate enjoys working with Seniors, enjoys working outdoors, and has experience working in gardens.

Social Media Specialist: The Social Media Specialist works with the Elder Resource Specialist and staff members to assist with creating content for the East Providence Senior Center's Facebook page. The goal of the position is to enhance the East Providence Senior Center social media page to inform seniors of various services and programs happening at the Senior Center. The ideal candidate enjoys working with Seniors, is creative and self-directed.

If you are an East Providence resident between the ages of 15 and 24, and are interested in participating in the Mayor's Summer Youth Workforce 2023, fill out [an interest form](#) beginning April 15, 2023. Participants will be chosen following an application, interview, and selection process.

