



Summer Internship  
Planning & Zoning Support Internship

Company/Location

Bethlehem Township  
4225 Easton Avenue  
Bethlehem, PA 18020

Bethlehem Township is a full services, progressive municipality with a population of 24,000 and an annual budget of \$24 million. It is located in Northampton County, Pennsylvania with easy access to Pennsylvania routes 33, 22, and 78. The Township has a tremendous mix of housing, commercial, and industrial uses.

Position Description

Bethlehem Township is seeking a qualified candidate to serve as a Planning and Zoning Support Intern. The position is 20-25 hours per week for 8 weeks. The intern shall report directly to the Township Planning Director.

This internship opportunity shall provide valuable experience in a professional municipal setting with project emphasis on the application and submission process for zoning, land development, and subdivisions. The intern will also assist with outreach for the Transportation Plan.

The selected intern will have the opportunity to attend land development pre-planning meetings, Planning Commission meetings and Board of Commissioners meetings to gain insight on municipal processes.

Interested applicants shall be familiar with all Microsoft programs such as Word and Excel. As well as GIS. Applicants should be prepared to conduct outreach to business and governmental entities, interact with members of the community and represent Bethlehem Township and Lafayette College in a professional manner. Occasional attendance at municipal night meetings shall be part of this internship experience.

The eight-week internship shall run from June 5<sup>th</sup> through August 4<sup>th</sup>. The normal work week shall consist of 20-25 hours per week between Monday and Friday. The exact schedule will be determined by the Township and the intern.

### Qualifications

- Must have valid driver's license and have transportation to and from Bethlehem Township each workday. The Township office is approximately 10-15 minutes from the Lafayette campus.
- Must be computer literate, including a familiarity with all Microsoft programs such as Word and Excel.
- Applicants should be prepared to conduct outreach to business and governmental entities, interact with members of the community and represent Bethlehem Township and Lafayette College in a professional manner.
- Occasional attendance at municipal night meetings shall be part of this internship experience.

### Compensation

The Township will compensate the successful candidate with a rate of \$20 per hour for 20-25 hours per week. Pay is biweekly.

Bethlehem Township is a drug/alcohol-free work environment using mandatory pre-internship drug testing and ongoing random drug testing.

All qualified applicants will receive consideration for internship without regard to race, color, religion, gender, or national origin.

### **Important Notice**

***Students should take note of the College's change in policy whereby students can now one time in their Lafayette career receive one course academic credit while being paid for an internship.***

### Deadline for Applications

- Applications are due by noon on Monday, April 3<sup>rd</sup>
- Resume and cover letter (addressed to Amanda Raudenbush, Planning Director, 4225 Easton Avenue, Bethlehem, PA 18020) should be submitted to [beckett@lafayette.edu](mailto:beckett@lafayette.edu).
- Questions about the internship should be addressed to Nicole Beckett, Associate Director for Public Service, at the Meyner Center for the Study of State and Local Government, 14 Kirby Hall. Phone (610)330-5856. Email: [beckett@lafayette.edu](mailto:beckett@lafayette.edu)