



East Vincent Township

Historical Commission Record Archival Intern

Description of Municipality: East Vincent Township, population 7,433, is in scenic Chester County, adjacent to Spring City, Phoenixville, and Royersford Boroughs, and only 15 minutes from the Limerick Shopping Outlets. The Township recently built a new Municipal Complex and has been experiencing a time of residential growth with many new residents moving into the area. The Township Building is conveniently located immediately southwest of Route 422, with convenient access to 476, 202, and 76.

Job Summary: The internship is intended to primarily assist the Historical Commission in developing a record keeping program to archive historic documents to be preserved for present and future enjoyment of residents and other interested parties. The position is to be paid, consisting of 16 hours weekly with a wage of \$15 per hour. The Intern will report directly to the Township Manager, but will interact with members of the Historical Commission, other staff, and constituents on a regular basis.

The Township wishes to strengthen its availability and visibility of its historic records to residents and other interested groups. The Historical Commission for the first time in Township history has a dedicated room in the Township Building for which there is an opportunity to develop a consistent filing system. This position will be responsible for working with members of the Historical Commission to sort, categorize, and coordinate a filing system for historic records in possession of the Township. Once the records are organized, this position will also be responsible for helping to digitize those records into the PA Power Library, which will provide public access to view, search, and print records.

The Township Manager may consider longer term employment of the Intern on a part-time or full-time basis for the purpose of accomplishing this project.

The selected candidate must have strong communication skills, both written and verbal and the ability to work with standard word processing, spreadsheet, and Microsoft Office programs. The candidate hired for this position will need to be a motivated self-starter capable of independent guided work. Strong critical thinking skills and a high level of discretion will be necessary, as the selected candidate will be responsible for grant writing and administration. The ideal candidate will conduct themselves appropriately and effectively during interactions with business and governmental entities, and members of the public. The ideal candidate will represent East Vincent Township and Lafayette College in a professional manner.

This internship is an incredible opportunity for the right candidate to gain valuable experience in the day-to-day operations of a local government, to make important decisions independently, to make valuable connections in a field that needs young professionals, and to be able to observe up close both the history of the Township and the processes that shape it.

This 8-week internship shall run from June 5th through August 4th. The normal work week shall consist of 16 hours per week between Monday and Friday, with the exact schedule to be determined by the Township Manager and the Intern. Candidates must be able to lift at least 15 pounds.

Internship duties shall include:

- Work collaboratively with Historical Commission representatives to develop a record archiving program.
- Sort, categorize, and coordinate a logical, easy to follow filing system for archiving historic documents of the Township.
- Digitize records for PA Power Library accessibility for the public to access.
- Assist in other duties as deemed appropriate.

Qualifications:

- Must have valid driver's license and have transportation to and from the Township Office each workday.
- Strong communication skills and superior grammar.
- Proficient in Microsoft Office Suite (Primarily Word and Excel)
- Knowledge of Adobe Acrobat a plus
- Organized, with an ability to prioritize time-sensitive duties.
- Interested in government and community outreach.
- Occasional attendance at meetings may be part of this internship experience.

Compensation:

The intern will be paid a wage of \$15 per hour in accordance with the biweekly pay period schedule. Applicable taxes will be deducted from each paycheck.

East Vincent Township is an Equal Opportunity Employer. All qualified applicants will receive consideration for internship without regard to race, color, religion, gender, national origin, sexual orientation, disability, or other non-merit factor.

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:

- **Monday, April 17th at noon.**
- Resume and cover letter should be addressed to Catherine Ricardo, Township Manager. Resume and cover letter should be submitted electronically to Lafayette College Meyner Center Associate Director Nicole Beckett at beckettn@lafayette.edu.
- Questions about the internship should be addressed to Nicole Beckett at the College's Meyner Center, 14 Kirby Hall, phone 610-330-5856.