



Sellersville Borough
140 East Church Street
Sellersville, PA 18960

Management Support Internship Position

Description of Municipality: We are a quaint Borough of 4,270 people located in the upper portion of Bucks County, approximately 30 miles north of Philadelphia and 20 miles south of Allentown. Our office is easily accessible from Route 309. Penridge School District serves the area. We offer great outdoor space at Lake Lenape Park for walking/running on our newly paved trail, fishing, baseball games, disc golf, etc. We are also home to the very popular Sellersville Theater.

Job Summary: The internship is intended to assist the Borough Manager and Staff in the day-to-day job activities including documentation management, social media, economic development, bidding, and contract management, grant writing and administration. The position is paid \$16.00 per hour with flexible schedule and maximum twenty (20) hours weekly from June 5 through August 4, 2023. The Intern will report directly to the Borough Manager, but will interact with other staff, elected officials, and constituents on a regular basis.

The Borough Manager will also seek the Intern's assistance with the daily operations of the Borough. The Borough 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, a working knowledge and understanding of Microsoft Office Suite, and the ability to work with standard word processing, spreadsheets, and social media platforms. The candidate hired for this position must 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 businesses, governmental entities, and members of the public. The ideal candidate will represent the Sellersville Borough 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 Sellersville Borough and the processes that shape it.

Internship duties shall include:

- Organizing and digitizing old records into appropriate tax map parcel files for easy future reference.
- Assisting with Social Media platforms, website maintenance, and newsletter preparation.
- Writing and administering Grants
- Assist in other duties as deemed appropriate.

Qualifications:

- Must have valid driver's license and have transportation to and from the Sellersville Borough office each workday.
- Strong communication skills and superior grammar.
- Proficient in Microsoft Office Suite (primarily Word and Excel)
- Organizational skills 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 and Hours:

The intern will be paid a wage of \$16.00 per hour in accordance with the two-week pay period schedule. Applicable taxes will be deducted from each paycheck. Eight-weeks from June 5 through August 4, 2023. Flexible hours up to 20 hours per week, weekdays between 8:00 a.m. and 4:00 p.m., with possible night meetings. The exact schedule to be determined by the Borough Manager and the Intern.

The Sellersville Borough 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:

- **Filing Deadline is Noon on Monday, April 17, 2023.**
- 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 Lafayette College's Meyner Center, 14 Kirby Hall, phone 610-330-5856.