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## **DOYLESTOWN TOWNSHIP**

425 Wells Road, Doylestown, PA 18901

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### **Township Support Internship**

Doylestown Township is a progressive municipality with a population of 17,971 residents. The Township is in the heart of the beautiful Bucks County. The Township is located 25 miles north of Center City Philadelphia and 25 miles Southeast of the Lehigh Valley. It is accessible from Route 611 and US 202.

#### **Position Description:**

As a Township Support Intern, the applicant will be exposed to various departments within the Township including but not limited to administration, finance, parks and recreation as well as assisting with communication. The Township is seeking a motivated individual with an interest in local government to assist with the input and analysis of the Septic Management Program, asset management, customer service at the front desk of the Administrative Building and support to the finance department with budgeting, park/recreation department and other ongoing duties. The intern will also assist with the update to the township Emergency Operations Plan.

#### **Qualifications:**

Abilities to communicate effectively, work under pressure, ability to research, analyze and solve problems, maintain confidentiality, understand, and comply with safety policies and procedures, comply with drug use /abuse policies and procedure, deal tactfully with others, coordinate with others and complete other duties as assigned.

Required knowledge of Microsoft operating systems and computer software applications including Microsoft Office. Knowledge of Adobe In Design and ARC GIS is a plus.

Must have a Driver's License and transportation to the Township. Applicants should be prepared to conduct outreach, interact with members of the community, and represent Doylestown Township and Lafayette College in a professional manner.

#### **Compensation:**

The intern will be compensated at approximately \$15 per hour and the workweek shall consist of 25-30 hours per week.

**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. Gateway Career Center has applications available for the 2024 Summer Funding Stipend Program (due 3/18) and sponsorships for no-cost on campus housing if an internship is secured in the Lehigh Valley.***

**Application Information:**

- Applications are due by noon on Friday, April 12, 2024
- Resume and cover letter should be addressed to: Stephanie J. Mason, Township Manager, 425 Wells Road, Doylestown, PA 18901. All submissions should be submitted in one attachment 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)

**The Township is an Equal Opportunity Employer.**