



City of Easton – Community & Economic Development Department

Economic Development Data Analyst

Municipality and Community Profile

*City of Easton, 123 S. 3rd Street
Easton, PA 18042*

Located just 50 miles north of Philadelphia, 70 minutes from New York City, and 30 minutes from the Poconos, the City of Easton, PA is a city with an interesting history dating back prior to the Revolutionary War. Home to over 28,000 people, Easton is part of the Lehigh Valley metropolitan area, the third largest market in Pennsylvania.

Today, Easton possesses great opportunity, with significant mixed-use development underway, an emphasis on affordable housing and the enhancement of public spaces, and business attraction remaining paramount to its success. The Lehigh Valley is home to excellent academic institutions, superior healthcare, affordable housing, a growing arts community, and a historic business center with easy access to other popular areas of the U.S. via ABE International Airport.

Position Description

The City of Easton is seeking a qualified intern candidate to serve as an Economic Development Data Analyst. The position is 20-30 hours per week for approximately 8 weeks. The intern shall report directly to the Community & Economic Development Director, John Kingsley, and Administrator, Sean Ziller.

This internship opportunity shall provide valuable experience in a professional municipal setting with project emphasis on the analysis and interpretation of economic data to support decision making for the in-development Business Recruitment Strategy as well as to provide general data support to our grant writing activities and technical support to our local businesses by offering insight into individualized market data to help them better understand the business dynamics available to them the city. The intern will also be involved with other projects within the Department and have broad exposure to other departments within the city as well.

The selected intern will have the opportunity to attend meetings of the Business Recruitment Strategy team, the DCED Department, and will have exposure to City Council meetings and other administrative meetings to gain insight on the municipal processes.

The City wishes to strengthen their economic development process, specifically in the areas of business recruitment and retention; these goals will require a thorough comparative analysis of both quantitative and qualitative information. This position will be responsible for data collection, data processing and analysis, reporting, assessment of the economic impact of the strategy, along with supporting related City initiatives.

The City 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 data science / analysis and the ability to work with standard word processing, spreadsheets, and data intelligence tools (such as [Placer.ai](#)). 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 may also be responsible for assisting with Department grant writing and administration. The ideal candidate will conduct themselves appropriately and effectively during interactions with business and governmental entities as well as members of the public. The ideal candidate will represent the City of Easton 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. This will give the successful candidate the opportunity 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 City and the programs and processes that shape it.

The eight-week internship shall run from June 10th through August 16th. The normal work week shall consist of 20-30 hours per week between Monday and Friday, 8:30am – 4:30pm. The exact schedule will be determined by the City and the intern.

Qualifications

- Must have valid driver's license and have transportation to and from City of Easton each workday. City Hall is approximately 5 minutes from the Lafayette campus.
- Must be computer literate, including a familiarity with all Microsoft programs such as Word and Excel as well as a basis in data analysis tools.
- Applicants should be prepared to conduct outreach to business and governmental entities, interact with members of the community and represent the City of Easton and Lafayette College in a professional manner.
- Occasional attendance at municipal night meetings may be part of this internship experience.

Compensation

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

The City 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. 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.

Deadline for Applications

- Applications are due by noon on Friday, April 12th.
- Resume and cover letter (addressed to Sean Ziller, Community & Economic Development Administrator, City of Easton, 123 South Third Street, Easton, PA 18042) should be submitted to beckettn@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: beckettn@lafayette.edu