



City of Easton – Planning and Development Office

Planning and Zoning Support Intern

Municipality and Community Profile

City of Easton, 123 South Third 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 26,000 people, Easton is part of the Lehigh Valley metropolitan area, the third largest market in Pennsylvania.

Today Easton is a city on the edge of great happenings and wonderful opportunities with the recent adoption of a new Home Rule Charter. We are home to superior healthcare, excellent academic institutions, affordable housing, a great arts community, historic business center with easy access to everywhere from the ABE International Airport.

Position Description

The City of Easton is seeking a qualified candidate to serve as a Planning and Zoning Support Intern. The position is 25-30 hours per week for approximately 8 weeks. The intern shall report directly to the Interim City Interim Planning Director.

This internship opportunity shall provide valuable experience in a professional municipal setting with project emphasis on the application and submission process for code enforcement, zoning, land development, and subdivisions. Additional responsibilities include data analysis, documentation/record keeping, community engagement, mapping and GIS analysis, technical assistance, policy review and development, interdepartmental collaboration, code violations investigations, and violation notice correspondence.

The selected intern will have the opportunity to attend land development pre-planning meetings and other meetings as scheduled to gain insight on municipal processes.

The City wishes to strengthen their overall capacity and needs assistance based on the amount of activity applicable to the City. This position will be responsible for tasks related to code

enforcement, land use, zoning, community development, and policy implementation.

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 and customer service, and the ability to work with standard word processing, spreadsheet, and GIS Mapping 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 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, 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 processes that shape it.

The eight-week internship shall run from June 10th through August 16th. The normal work week shall consist of 25-30 hours per week between Monday and Friday. 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. The city office is approximately 5 minutes from the Lafayette campus.
- Experience with ARCGIS is preferred however not required.
- 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 the City of Easton and Lafayette College in a professional manner.
- Occasional attendance at municipal night meetings shall 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 Dwayne Tillman, 123 South Third Street, Easton, PA 18042) should be submitted to 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

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