



Zoning Ordinance Implementation Assistant

Community Profile

The City of Allentown is Pennsylvania's third-largest city and a vibrant urban center in the Lehigh Valley with diverse neighborhoods and ongoing revitalization initiatives. The Bureau of Planning & Zoning plays a critical role in shaping the city's development, making it an excellent environment for students interested in urban planning, zoning policy, and community development.

Position Description

The Zoning Ordinance Implementation Assistant will support the rollout of the city's new form-based code zoning ordinance. This position offers valuable hands-on experience in urban planning and policy implementation including:

- Developing educational materials to explain the new form-based code to the public
- Assisting zoning officers in learning how to apply and enforce the new ordinance
- Supporting community engagement efforts related to zoning changes
- Researching best practices in form-based code implementation
- Participating in public education and communication initiatives

Primary Deliverables

1. Educational materials explaining the form-based code zoning ordinance
2. Training resources for zoning officers
3. Documentation of community feedback and implementation challenges
4. Final report with recommendations for ongoing ordinance implementation

Qualifications

Required Skills/Experience

- Familiarity with Zoning and Architectural Concepts
- Ability to read policies and ordinances and learn information by reading
- Strong written and oral communication skills

Preferred Skills

- English/Spanish Translation ability is a significant plus given the City's demographics

Work Schedule and Duration

- 35 hours per week
- June 9 - August 9, 2025
- Hybrid schedule (4 days in-office/1 day remote)

Compensation

- \$17 per hour

Application Instructions

Submit by Friday, April 12th, 2025:

- Resume
- Cover letter explaining your interest in city government, urban planning, and zoning

Submit all materials to Nicole Beckett, Associate Director for Public Service (beckettn@lafayette.edu). All applications will be forwarded to the appropriate municipal contacts for review. Students are strongly encouraged to research the municipality before applying to tailor their application materials accordingly.

Important Notices

- This internship qualifies for the Lafayette College policy allowing students to receive one course academic credit while being paid for an internship (one-time benefit during academic career)
- This is a Lehigh Valley internship, eligible for Gateway Career Center sponsored on-campus housing at no cost (limited availability)
- Applicants must comply with the municipality's pre-employment procedures, which may include background checks and/or drug screening according to local government policies
- For more information, contact Nicole Beckett, Associate Director for Public Service at beckettn@lafayette.edu