



Community and Economic Development

Commercial Vacancy Analyst

Community Profile

The City of Easton is a vibrant urban center in Northampton County, Pennsylvania, known for its historic downtown, diverse communities, and economic revitalization efforts. The Department of Community and Economic Development plays a crucial role in the city's continued growth, making it an ideal setting for students interested in urban economic development and commercial property management.

Position Description

The DCED Commercial Vacancy Analyst will focus on tracking and promoting commercial properties within the city. This position offers hands-on experience in economic development including:

- Identifying and cataloging commercial vacancies throughout the city
- Developing and populating a comprehensive database of available properties
- Managing a public-facing database for advertising commercial opportunities
- Supporting the Department of Community and Economic Development initiatives
- Assisting with business attraction and retention strategies

Primary Deliverables

1. Comprehensive database of commercial vacancies
2. User-friendly public-facing property database
3. Documentation of database management procedures
4. Final report analyzing commercial vacancy trends and recommendations

Required Skills/Experience

- Research and compare management tools
- Strong interpersonal skills
- Must be able to navigate the city independently to manually populate tools

Preferred Skills (Not Required but Beneficial)

- Data Analysis
- Professional Presentation Skills
- Strong Writer

Work Schedule and Duration

- 21 hours per week (3 days)
- June 2 - August 15, 2025 (flexible)
- Fully on-site at City of Easton offices

Compensation

- \$15 per hour

Application Instructions

Submit by Friday, April 12th, 2025:

- Resume
- Cover letter explaining your interest in city government and economic development

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