



Municipal Policy Analyst

Community Profile

The Borough of Malvern is a historic and vibrant community in Chester County, Pennsylvania, committed to preserving its small-town charm while embracing progressive governance. The borough administration focuses on transparent operations and effective policy implementation, providing an excellent learning environment for students interested in municipal policy and administration.

Position Description

The Municipal Policy Analyst will focus on records retention, policy research, and administrative support for the borough. This position offers valuable hands-on experience in municipal governance including:

- Researching municipal documents and policies
- Scanning and uploading documents to the Borough website
- Preparing resolutions and ordinances
- Supporting planning and administrative functions
- Assisting with policy implementation and communication

Primary Deliverables

1. Organized digital archive of key municipal documents
2. Updated borough website with accessible public documents
3. Draft resolutions and ordinances as assigned
4. Comprehensive report on policy research findings and recommendations

Qualifications

- Excellent writing and communication abilities
- Attention to detail and organizational skills
- Interest in municipal governance and policy development

Work Schedule and Duration

- 40 hours per week
- June - August 2025
- Fully on-site at Borough of Malvern offices

Compensation

- \$20 per hour

Application Instructions

Submit by Friday, April 12th, 2025:

- Resume
- Cover letter explaining your interest in local government and municipal policy

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)
- 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