



BOROUGH OF NORTH WALES - 2025 SUMMER INTERN

The Borough of North Wales, PA, located in Montgomery County, is seeking a summer intern for a position to be primarily located in its municipal building at 300 School Street in North Wales. The Borough is a primarily residential community located within close access to the Northeast Extension of the Pennsylvania Turnpike.

Job Summary: The internship is intended to primarily assist the Borough Manager and Assistant Manager in their day-to-day job activities, and to take on two larger projects during the summer months. The position consists of 25 to 35 hours weekly. The Intern will report directly to the Borough Manager, but will interact with other Borough employees, elected officials, and citizens on a daily basis.

The Borough wishes to strengthen its records retention system and collection of data relating to various aspects of the Borough's Administrative functions. This position will be responsible for evaluating other municipal work-flow processes, updating manuals, and making recommendations as to how the Borough should consider approaching this task.

The Borough will also seek the Intern's assistance with the digital archiving of the Borough's existing files. This is intended to be a multi-year project. The Intern shall set forth a filing system and make recommendations on means to accomplish the task. The Borough 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 website functionality, and the ability to work with standard word processing, spreadsheet, and data archiving 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 coordinating and placing information on the Borough website. The ideal candidate will have a demonstrated interest in government and/or computer science, and will be able to effectively and appropriately handle and disseminate public information. The ideal candidate will conduct themselves appropriately and effectively in the course of interactions with business and governmental entities, and members of the public. The ideal candidate will represent the Borough of North Wales 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 a small borough and the processes that shape it.

This internship shall run from June 3 to August 16. The normal work week shall consist of 25 to 35 hours per week between Monday and Friday, with the exact schedule to be determined by the Borough Manager and the Intern. Compensation \$16.00-\$18.00 per hour.

Internship duties shall include:

- Contribute to Workflow Charts and Employee Process Manual(s).
- Coordinate traditional and electronic mass mailings to residents.
- Assist in the archiving of important borough documents electronically.
- Assist in other duties as deemed appropriate.

Qualifications:

- Must have valid driver's license and have transportation to and from the Borough of North Wales office each workday.
- Strong communication skills and superior grammar.
- Proficient in Microsoft Office Suite (Primarily Word and Excel)
- Organized, with an ability to prioritize time-sensitive duties.
- Interested in government and community outreach.
- Occasional attendance at municipal night meetings may be part of this internship experience.

The Borough 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.

Application Instructions

Submit by Friday, April 12th, 2025:

- Resume
- Cover letter explaining your interest in municipal government

Submit all materials to Nicole Beckett, Associate Director for Public Service (beckett@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 beckett@lafayette.edu