



Municipal Management Support Intern

Community Profile

Plainfield Township, located in Northampton County, Pennsylvania, is a vibrant municipality committed to providing quality services to its residents. The township administration balances rural character with progressive governance, creating an excellent learning environment for students interested in comprehensive municipal operations.

Position Description

The Municipal Management Support Intern will gain comprehensive exposure to multiple facets of local government administration. This immersive position offers hands-on experience across various municipal functions including:

- Researching, preparing, and submitting grant applications for township projects
- Supporting administrative functions across multiple departments
- Engaging in day-to-day municipal operations
- Participating in planning and zoning activities
- Interacting with residents in a customer service capacity
- Collaborating with staff on special projects as needs arise

Primary Deliverables

1. Complete grant applications and supporting documentation for township projects
2. Develop administrative process improvement recommendations
3. Create reports and summaries of township initiatives and projects
4. Final presentation highlighting internship accomplishments and lessons learned

Qualifications

- Strong research and writing skills, particularly for grant development
- Excellent organizational and communication abilities
- Adaptability to work across multiple departments and functions
- Interest in municipal government operations and public service

Work Schedule and Duration

- 32-40 hours per week
- June - August 2025
- Fully on-site at Plainfield Township offices

Compensation

- \$18 per hour

Application Instructions

Submit by Friday, April 12th, 2025:

- Resume
- Cover letter explaining your interest in municipal government operations

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