

# LAFAYETTE

## MEYNER CENTER FOR THE STUDY OF STATE AND LOCAL GOVERNMENT

### Local Government Internship Program - Summer 2026

*In Its Tenth Year — Connecting Lafayette Students with Pennsylvania Communities*

The Meyner Center’s Local Government Internship Program gives Lafayette students paid, hands-on access to municipal government — the level of public service that most directly shapes how people experience their communities. Over eight weeks, interns work alongside local government professionals on projects with real deliverables and lasting impact.

Now in its tenth year, the program has placed students in municipalities and public-serving organizations across Pennsylvania, from the Lehigh Valley to the Philadelphia suburbs. Positions range from community engagement and communications to records management, infrastructure, and economic development — all rooted in the work of local government.

### 2026 Summer Internship Opportunities

Municipality / Organization	Position Title	Location	Pay Rate
Bethlehem Township*	Community Development Intern	Northampton County	\$15.00/hour
Jenkintown Borough	Community Engagement Coordinator	Montgomery County	\$20.00/hour
City of Easton*	Community Development Intern	Northampton County	\$15.00/hour
Doylestown Township	Township Support Intern	Bucks County	\$15.00/hour
Keystone Consulting Engineers*	Engineering Technician	Lehigh Valley	\$20.00/hour
Montgomery Township	Community Engagement Intern	Montgomery County	\$20.00/hour
Moore Township*	Record Management Analyst	Northampton County	\$20.00/hour
Upper Chichester Township	Parks, Recreation & Community Svcs. Intern	Delaware County	\$20.00/hour
West Whiteland Township	Operations & Project Management Intern	Chester County	\$15.00/hour

\* Lehigh Valley placement — may be eligible for Gateway Career Center on-campus housing support (limited availability).

**How to Apply:** Applications are due **Friday, April 3, 2026**. Scan the QR code on each individual posting or apply directly at <https://forms.gle/FT2at6JgLRJ5n5uVA> — upload your resume and cover letter as a single combined PDF. To be considered for placement, you must also schedule a 15-minute virtual meeting with Nicole Beckett (instructions are included in the form). Questions? Contact Nicole at [beckett@lafayette.edu](mailto:beckett@lafayette.edu).

**Academic Credit:** Students may receive one course of academic credit while being paid (one-time benefit during Lafayette career). See [govlaw.lafayette.edu/program/internships/](http://govlaw.lafayette.edu/program/internships/) for details. Positions tentatively run from **mid-June to mid-August** unless otherwise noted.



## **Bethlehem Township, Northampton County, PA**

### **Community Development Intern**

*Paid Internship: \$15.00/hour | 25 hours/week • June-August 2026 • On-site*

#### **Community Profile**

Bethlehem Township is a mature community in Northampton County in the Lehigh Valley, committed to organized, transparent, and accessible local government. The Community Development Department oversees commercial and residential permitting, records management, land development, property maintenance, and planning functions that directly shape how businesses and residents experience their municipality. The Township is in the midst of a meaningful modernization effort, and this internship sits at the center of it.

#### **Position Description**

Bethlehem Township is transitioning from entirely paper-based commercial permit records to a fully digitized archival system — and this intern will build the foundation that makes that possible. The Community Development Intern will take ownership of creating the database framework and manifest that will support the Township's digitization process. Responsibilities include reviewing commercial construction plans and permit documents, establishing the organizational structure of the database, and populating it with at least six years of completed commercial permit records (2020–2025).

This is a project-ownership role with a clear, tangible deliverable and direct impact on how Township records are accessed by staff and the public for years to come.

#### **Primary Deliverables**

1. A functional database and manifest framework established to support commercial permit digitization
2. Database populated with completed commercial permit information covering 2020–2025 at a minimum

#### **What You Will Experience**

- Internal staff meetings and cross-departmental collaboration
- Job shadowing across Township departments
- Hands-on review of commercial construction plans and municipal permit records
- Strategic framework development to improve record accessibility for staff and the public

#### **Preferred Academic Backgrounds**

Government & Law, Public Administration, Business & Organizations, Computer Science, Information Science, or related fields. Strong organizational skills and attention to detail are essential.

## Work Schedule and Duration

- Paid Internship: \$15.00/hour | 25 hours per week
- June-August 2026 – Flexibility with dates
- On-site at Bethlehem Township Municipal Building, 4225 Easton Avenue, Bethlehem, PA 18020
- Public transit accessible via LANTA (stops WB 1490 / EB 5693)
- Supervision: As needed with Community Development Director Samantha Smith

## Application Instructions

Apply by **Friday, April 3, 2026** at at <https://forms.gle/FT2at6JqLRJ5n5uVA> **or scan the QR code**. Upload your resume and cover letter as a single combined PDF within the form. To be considered for placement, you must also schedule a 15-minute virtual meeting with Nicole Beckett — instructions are included in the application form. Questions? Contact Nicole at [beckett@lafayette.edu](mailto:beckett@lafayette.edu).

Applications will be forwarded to Bethlehem Township for review. Students are encouraged to research the municipality before applying.



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## Important Notices

- Equal Opportunity Employer
- Academic Credit: Students may receive one course of academic credit while being paid (one-time benefit during Lafayette career). See [govlaw.lafayette.edu/program/internships/](http://govlaw.lafayette.edu/program/internships/) for details.
- Lehigh Valley Housing: This internship may be eligible for Gateway Career Center housing support (limited availability). Contact Alexis Leon at [leon@lafayette.edu](mailto:leon@lafayette.edu) to confirm eligibility. For more information, visit: <https://gateway.lafayette.edu/resources/on-campus-housing-for-lehigh-valley-surrounding-area-internships/>
- Pre-Employment: Applicants must comply with Bethlehem Township's pre-employment requirements, which may include a background check and/or drug screening.



## **Borough of Jenkintown, Montgomery County, PA** **Community Engagement Coordinator**

*Paid Internship: \$20.00/hour | 32 hours/week • June 15–August 14, 2026 • On-site*

### **Community Profile**

Jenkintown Borough is a welcoming, unique, and diverse community in Montgomery County — less than half a square mile in size, but full of character. Long-established local businesses exist alongside an exciting influx of new development, making this an active moment in the Borough’s civic life. With a small, versatile staff that wears many hats and professional consultants providing additional support, interns here gain exposure to virtually every dimension of municipal government and public service.

### **Position Description**

The Community Engagement Coordinator will lead a modernization effort for how Jenkintown Borough communicates with its residents and business community. This is a communications-forward role with real project ownership. The intern will coordinate and update the Borough’s social media presence, website content, and email notification systems — improving how the Borough reaches the public in real time. In parallel, the intern will develop a commercial vacancy inventory, a resource that will directly support the Borough’s economic development and planning efforts and ultimately live on the Borough website.

The intern will work closely with Borough staff, the webmaster, and professional consultants, and will present their work directly to Borough Council.

### **Primary Deliverables**

1. Presentation to Borough Council documenting process improvements and public notification enhancements
2. Path-forward guidelines to sustain modernization efforts beyond the internship
3. Commercial vacancy inventory for publication on the Borough website

### **What You Will Experience**

- Borough Council meetings and public sessions
- Community events and direct public engagement
- Internal staff meetings and collaboration with professional consultants
- Coordination with the Borough webmaster and outside stakeholders
- Presentation of work to elected officials

### **Preferred Academic Backgrounds**

Communications, Government & Law, Public Policy, Business & Organizations, Economics, or related fields. Candidates with interest or experience in digital communications, social media, or community outreach are especially encouraged to apply.

## Work Schedule and Duration

- Paid Internship: \$20.00/hour | 32 hours per week
- June 15 – August 14, 2026
- On-site at Borough Hall, 700 Summit Avenue, Jenkintown, PA 19046
- Public transit accessible: SEPTA Bus Route #55; SEPTA Jenkintown/Wyncote Station
- Supervision: Bi-weekly meetings with Borough Manager George Locke

## Application Instructions

Apply by **Friday, April 3, 2026** at <https://forms.gle/FT2at6JgLRJ5n5uVA> **or scan the QR code**. Upload your resume and cover letter as a single combined PDF within the form. To be considered for placement, you must also schedule a 15-minute virtual meeting with Nicole Beckett — instructions are included in the application form. Questions? Contact Nicole at [beckett@lafayette.edu](mailto:beckett@lafayette.edu).

Applications will be forwarded to the Borough of Jenkintown for review. Students are encouraged to research the municipality before applying.



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## Important Notices

- Equal Opportunity Employer
- Academic Credit: Students may receive one course of academic credit while being paid (one-time benefit during Lafayette career). See [govlaw.lafayette.edu/program/internships](http://govlaw.lafayette.edu/program/internships) for details.
- Pre-Employment: Applicants must comply with the Borough of Jenkintown's pre-employment requirements, which may include a background check and/or drug screening.

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**City of Easton, Northampton County, PA**  
**Community Development Intern**

*Paid Internship: \$15.00/hour | 21–28 hours/week • June 15–August 14, 2026 • On-site*

**Community Profile**

The City of Easton is a vibrant, historic city at the confluence of the Delaware and Lehigh Rivers in Northampton County — and home to Lafayette College. Easton's Department of Community and Economic Development is a small, high-impact team operating at the intersection of grant funding, commercial development, and community planning. As Easton's host municipality, Lafayette interns gain a uniquely close perspective on the city they call home during their college years — working alongside the people who shape it.

**Position Description**

The Community Development Intern will work directly with the DCED Grant Administrator and Deputy Director on a range of economic and community development activities. The core focus of the role is grant writing — the intern will lead the application process for 2 to 3 grants over the course of the summer while supporting several more. This requires strong writing skills and a genuine willingness to learn about the underlying projects in order to advocate for them effectively.

In addition to grant work, the intern will update the City's retail vacancy analysis of commercial spaces and assist with planning for the City's Winter Village. Given the department's small size, the intern will also attend a wide variety of meetings — press events, planning sessions, and stakeholder engagements — that offer broad exposure to local government and economic development work beyond the core responsibilities.

**Primary Deliverables**

1. Lead the application of 1–3 grants
2. Updated retail vacancy tracking database
3. Assistance with 2–6 additional grant applications

**What You Will Experience**

- City Council meetings and public sessions
- Community events and direct public engagement
- Internal staff meetings and cross-departmental collaboration
- Meetings with outside partners and stakeholders
- Job shadowing across City departments
- Presentation of work to elected officials and the community

## Preferred Academic Backgrounds

Government & Law, Economics, Public Policy, Business & Organizations, Communications, or related fields. Strong writing skills are essential — this role requires the ability to research complex projects and communicate their value persuasively. Prior exposure to grant writing, community development, or economic policy is a plus but not required.

## Work Schedule and Duration

- Paid Internship: \$15.00/hour | 21–28 hours per week
- June 15 – August 14, 2026
- On-site at City of Easton, Department of Community and Economic Development, One South Third Street, Easton, PA 18042
- Public transit accessible via LANTA; walkable from Lafayette College campus
- This is a Lehigh Valley placement — eligible for Gateway Career Center housing support (limited availability). Contact Alexis Leon at [leonal@lafayette.edu](mailto:leonal@lafayette.edu) for details.
- Supervision: As needed with Trevor Pinho, DCED Deputy Director

## Application Instructions

Apply by **Friday, April 3, 2026** at <https://forms.gle/FT2at6JgLRJ5n5uVA> or scan the QR code. Upload your resume and cover letter as a single combined PDF within the form. To be considered for placement, you must also schedule a 15-minute virtual meeting with Nicole Beckett — instructions are included in the application form. Questions? Contact Nicole at [beckettn@lafayette.edu](mailto:beckettn@lafayette.edu).

Applications will be forwarded to the City of Easton for review. Students are encouraged to research the City of Easton’s Community and Economic Development Department before applying.



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## Important Notices

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- Academic Credit: Students may receive one course of academic credit while being paid (one-time benefit during Lafayette career). See [govlaw.lafayette.edu/program/internships](http://govlaw.lafayette.edu/program/internships) for details.
- Lehigh Valley Housing: This internship may be eligible for Gateway Career Center housing support (limited availability). Contact Alexis Leon at [leonal@lafayette.edu](mailto:leonal@lafayette.edu) to confirm eligibility. For more information, visit: <https://gateway.lafayette.edu/resources/on-campus-housing-for-lehigh-valley-surrounding-area-internships/>
- Pre-Employment: Applicants must comply with the City of Easton’s pre-employment requirements, which may include a background check and/or drug screening.

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**Doylestown Township, Bucks County, PA**  
**Township Support Intern**

*Paid Internship: \$15.00/hour | 30 hours/week • June 15–August 14, 2026 • On-site*

**Community Profile**

Doylestown Township is a progressive municipality in the heart of Bucks County, home to nearly 18,000 residents and located approximately 25 miles north of Philadelphia. The Township provides a wide range of public services across administration, finance, parks and recreation, and environmental programs, and is committed to transparency, community engagement, and sound local governance.

**Position Description**

The Township Support Intern will gain broad, hands-on exposure to the day-to-day operations of a busy municipal administration. Working across departments — including Administration, Finance, Parks & Recreation, and Communications — the intern will contribute directly to work that supports Township staff and the residents they serve.

Responsibilities include assisting with data input and analysis for the Township's Septage Management Program, researching policy topics and drafting memos, writing content for the Township newsletter and social media, supporting asset management, and assisting at the administrative front desk. The intern will attend public meetings and have the opportunity to present findings to volunteer boards.

**Primary Deliverables**

1. Policy memos prepared for Township staff, volunteer boards, and elected officials
2. Written contributions to the Township newsletter and/or social media
3. Data input and analysis supporting the Septage Management Program
4. Presentation of findings to at least one volunteer board

**What You Will Experience**

- Board of Supervisors meetings and volunteer board sessions
- Community events and direct public engagement
- Internal staff meetings and cross-departmental collaboration
- Customer service and front-desk operations in a municipal setting
- Work alongside outside consultants and agency partners

**Preferred Academic Backgrounds**

Government & Law, Public Policy, Environmental Studies, Communications, Business & Organizations, or related fields. Strong writing and research skills are essential. A driver's license and personal transportation are required.

## Work Schedule and Duration

- Paid Internship: \$15.00/hour | 30 hours per week
- June 15 – August 14, 2026
- On-site at Doylestown Township Administrative Offices, 425 Wells Road, Doylestown, PA 18901
- Personal transportation required; not accessible by public transit
- Supervision: Weekly meetings with Township Manager Stephanie J. Mason

## Application Instructions

Apply by **Friday, April 3, 2026** at <https://forms.gle/FT2at6JgLRJ5n5uVA> or scan the QR code. Upload your resume and cover letter as a single combined PDF within the form. To be considered for placement, you must also schedule a 15-minute virtual meeting with Nicole Beckett — instructions are included in the application form. Questions? Contact Nicole at [beckettn@lafayette.edu](mailto:beckettn@lafayette.edu).

Applications will be forwarded to Doylestown Township for review. Students are encouraged to research the municipality before applying.



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## Important Notices

- Equal Opportunity Employer
- Academic Credit: Students may receive one course of academic credit while being paid (one-time benefit during Lafayette career). See [govlaw.lafayette.edu/program/internships/](http://govlaw.lafayette.edu/program/internships/) for details.
- Pre-Employment: Applicants must comply with Doylestown Township's pre-employment requirements, which may include a background check and/or drug screening.

## **Keystone Consulting Engineers Engineering Technician**

*Paid Internship: \$20.00/hour | 40 hours/week • June-August 2026 • Allentown Office/Fieldwork*

### **Organization Profile**

Keystone Consulting Engineers is a civil engineering firm based in the Lehigh Valley that serves municipalities throughout Pennsylvania. The firm specializes in land development, municipal engineering, and public infrastructure — meaning the intern’s work is oriented around the needs of local government clients from day one. Students interested in how engineering supports public service delivery will find this a distinctive and hands-on opportunity.

### **Position Description**

The Engineering Technician will work alongside licensed engineers on land development and municipal engineering projects serving local governments across the region. Responsibilities include supporting project documentation, assisting with design and grading layout work, attending project meetings with municipal officials, and participating in field work at active project sites. This is a hybrid position — a combination of office-based work and site visits — offering a full picture of how a civil engineering firm delivers services to the municipalities it serves.

### **Primary Deliverables**

1. Support documentation for active engineering projects
2. Contributions to design and grading layout work
3. Meeting summaries documenting interactions with municipal clients
4. Final presentation of internship experience and key learnings

### **What You Will Experience**

- Project meetings with municipal officials and local government representatives
- Field work and on-site engineering activities at active project sites
- Plan submission processes and municipal review
- The working relationship between civil engineering and local government

### **Preferred Academic Backgrounds**

Civil Engineering, Environmental Engineering, or a related field. Candidates should have a foundational understanding of engineering principles, strong organizational and communication skills, and a willingness to work in both office and field environments.

### **Work Schedule and Duration**

- Paid Internship: \$20.00/hour | 40 hours per week
- June-August 2026
- Work locations: Keystone Consulting Engineers -Allentown Office with field work at municipal project sites.

## Application Instructions

Apply by **Friday, April 3, 2026** at <https://forms.gle/FT2at6JgLRJ5n5uVA> or scan the QR code. Upload your resume and cover letter as a single combined PDF within the form. To be considered for placement, you must also schedule a 15-minute virtual meeting with Nicole Beckett — instructions are included in the application form. Questions? Contact Nicole at [beckett@lafayette.edu](mailto:beckett@lafayette.edu).

Applications will be forwarded to Keystone Consulting Engineers for review. Students are encouraged to research the organization before applying.



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## Important Notices

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- Academic Credit: Students may receive one course of academic credit while being paid (one-time benefit during Lafayette career). See [govlaw.lafayette.edu/program/internships/](http://govlaw.lafayette.edu/program/internships/) for details.
- Lehigh Valley Housing: This internship may be eligible for Gateway Career Center housing support (limited availability). Contact Alexis Leon at [leon@lafayette.edu](mailto:leon@lafayette.edu) to confirm eligibility. For more information, visit: <https://gateway.lafayette.edu/resources/on-campus-housing-for-lehigh-valley-surrounding-area-internships/>
- Pre-Employment: Applicants must comply with Keystone Consulting Engineers's pre-employment requirements, which may include a background check and/or drug screening.



## **Montgomery Township, Montgomery County, PA**

### **Community Engagement Intern**

*Paid Internship: \$20.00/hour | 25–30 hours/week • June 15–August 14, 2026 • On-site*

#### **Community Profile**

Montgomery Township is a thriving community in Montgomery County known for responsive, accessible local governance and a strong commitment to keeping residents connected to their municipal government. The Township's Community Engagement team is the public voice of a busy, growing municipality — producing content across social media, newsletters, and community events that bring local government to life for residents.

#### **Position Description**

The Community Engagement Intern will work closely with Community Engagement Manager Ava Komasz to create and share timely, accurate, and engaging content across Montgomery Township's digital platforms. Responsibilities include drafting and scheduling social media posts, writing and designing newsletter content, collaborating with Township departments on their communication needs, and helping ensure digital materials meet federal accessibility standards.

The intern will also play a central role in covering the Township's National Night Out community event — producing real-time social media content and post-event recap materials. This is a creative, public-facing role with real deliverables and a direct line to how residents experience their local government.

#### **Primary Deliverables**

1. Monthly social media content calendar with drafted posts promoting Township programs, events, meetings, and services
2. At least one edition of the Township's weekly digital newsletter — written and designed by the intern
3. National Night Out event coverage: photo and video, social media takeover, and a post-event Carousel and Reel

#### **What You Will Experience**

- Community events and direct public engagement
- Internal staff meetings across Township departments
- Collaboration with outside partners and stakeholders
- Planning and production of public-facing digital and print content

#### **Preferred Academic Backgrounds**

Communications, Government & Law, Public Policy, Marketing, or related fields. Candidates with interest in social media strategy, digital content creation, or public engagement are strongly encouraged to apply. Familiarity with social media platforms and basic design tools is a plus.

## Work Schedule and Duration

- Paid Internship: \$20.00/hour | 25–30 hours per week
- June 15 – August 14, 2026
- On-site at Montgomery Township offices, 1001 Stump Road, Horsham, PA 19044
- Personal transportation required; not accessible by public transit
- Supervision: Weekly meetings with Community Engagement Manager Ava Komasz

## Application Instructions

Apply by **Friday, April 3, 2026** at <https://forms.gle/FT2at6JgLRJ5n5uVA> or scan the QR code. Upload your resume and cover letter as a single combined PDF within the form. To be considered for placement, you must also schedule a 15-minute virtual meeting with Nicole Beckett — instructions are included in the application form. Questions? Contact Nicole at [beckettn@lafayette.edu](mailto:beckettn@lafayette.edu).

Applications will be forwarded to Montgomery Township for review. Students are encouraged to research the municipality before applying.



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## Important Notices

- Equal Opportunity Employer
- Academic Credit: Students may receive one course of academic credit while being paid (one-time benefit during Lafayette career). See [govlaw.lafayette.edu/program/internships/](http://govlaw.lafayette.edu/program/internships/) for details.
- Pre-Employment: Applicants must comply with Montgomery Township's pre-employment requirements, which may include a background check and/or drug screening.



## **Moore Township, Northampton County, PA**

### **Record Management Analyst**

*Paid Internship: \$20.00/hour | 30 hours/week • June 15–August 14, 2026 • On-site*

#### **Community Profile**

Moore Township is a large, rural community of 38 square miles in north-central Northampton County, framed to the north by the Blue Mountain and home to a stretch of the Appalachian Trail. The Township is actively working to modernize its administrative systems — transitioning decades of paper-based records into an organized, compliant, and accessible framework that will strengthen transparency and public service delivery for years to come.

#### **Position Description**

The Record Management Analyst will review Moore Township's historical municipal records and apply the Pennsylvania Municipal Records Manual to assess each document's administrative, legal, fiscal, and historical value. The intern will categorize records for appropriate retention or secure disposition in accordance with state-mandated guidelines, build updated record-keeping logs, and prepare a formal retention and disposition recommendation report. Notably, the project will include records related to the Township's Land and Environmental Protection Board — touching on conservation easements, open space preservation, and land use decisions that reflect Moore Township's deep commitment to its rural character and natural resources.

Given Moore Township's small staff, the intern will also have meaningful informal exposure to a variety of administrative functions day-to-day — an immersion element that rounds out the experience and reflects the broad nature of municipal work in an active, community-oriented township.

#### **Primary Deliverables**

1. A categorized inventory of historical municipal records
2. A retention and disposition recommendation report
3. Updated record-keeping logs reflecting the status, category, and retention schedule for each record

#### **What You Will Experience**

- Board of Supervisors meetings and public sessions
- Internal staff meetings and cross-departmental collaboration
- Job shadowing across Township departments
- Presentation of findings to elected officials

#### **Preferred Academic Backgrounds**

Government & Law, Public Administration, History, Business & Organizations, Environmental Studies, or related fields. Strong organizational skills and attention to detail are essential. An interest in public records, compliance, land preservation, or local government operations is well suited to this role.

## Work Schedule and Duration

- Paid Internship: \$20.00/hour | 30 hours per week
- June 15 – August 14, 2026
- On-site at Moore Township Municipal Building, 2491 Community Drive, Bath, PA 18014
- Personal transportation required; not accessible by public transit
- Supervision: Weekly meetings with Township Manager Stephen Nowroski

## Application Instructions

Apply by **Friday, April 3, 2026** at <https://forms.gle/FT2at6JgLRJ5n5uVA> or scan the QR code. Upload your resume and cover letter as a single combined PDF within the form. To be considered for placement, you must also schedule a 15-minute virtual meeting with Nicole Beckett — instructions are included in the application form. Questions? Contact Nicole at [beckett@lafayette.edu](mailto:beckett@lafayette.edu).

Applications will be forwarded to Moore Township for review. Students are encouraged to research the municipality before applying.



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- Lehigh Valley Housing: This internship may be eligible for Gateway Career Center housing support (limited availability). Contact Alexis Leon at [leonal@lafayette.edu](mailto:leonal@lafayette.edu) to confirm eligibility. For more information, visit: <https://gateway.lafayette.edu/resources/on-campus-housing-for-lehigh-valley-surrounding-area-internships/>
- Pre-Employment: Applicants must comply with Moore Township's pre-employment requirements, which may include a background check and/or drug screening.



## **Upper Chichester Township, Delaware County, PA Parks, Recreation & Community Services Intern**

*Paid Internship: \$20.00/hour | 30–40 hours/week • June 15–August 14, 2026 • On-site*

### **Community Profile**

Upper Chichester Township is an award-winning municipality in Delaware County with a highly motivated, collaborative workforce and a strong track record of developing talent. The Township's current Finance Director began as an intern here — a testament to the quality of the experience and the investment the Township makes in the people who come through its doors. The Parks, Recreation & Community Services Department is driven by an ambitious vision: Recreation 365, a commitment to offering something for every resident to do in their community every single day of the year.

### **Position Description**

The Parks, Recreation & Community Services Intern will work closely with the department to support several active initiatives simultaneously. Responsibilities include helping onboard residents to the Township's Parks & Recreation registration system, developing a structured sponsorship outreach and tracking program, supporting summer camp operations, contributing to community events, and assisting with a feasibility study for a new Township trail.

This role connects directly to the implementation of the Township's Master PROS Plan and the Recreation 365 initiative — meaning the intern's contributions are part of a larger, community-wide vision for accessible recreation.

### **Primary Deliverables**

1. A resident 'How-To' guide for the Parks & Recreation registration system
2. A structured sponsorship outreach and tracking system
3. Support documentation and contributions to the Township trail feasibility study

### **What You Will Experience**

- Board of Commissioners meetings and public sessions
- Community events and direct public engagement
- Internal staff meetings and cross-departmental collaboration
- Work with outside partners and stakeholders
- Job shadowing across Township departments

### **Preferred Academic Backgrounds**

Government & Law, Business & Organizations, Recreation & Leisure Studies, Communications, Public Health, or related fields. Candidates with an interest in community programming, event planning, parks administration, or public engagement are strongly encouraged to apply.

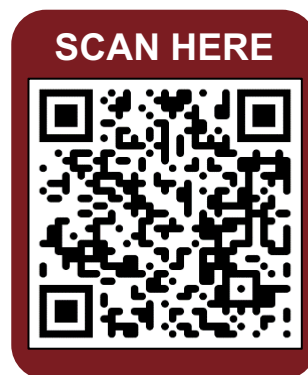
## Work Schedule and Duration

- Paid Internship: \$20.00/hour | 30–40 hours per week
- June 15 – August 14, 2026
- On-site at Upper Chichester Township offices, 8500 Furey Road, Boothwyn, PA 19061
- Public transit accessible via SEPTA Bus Route 119
- Supervision: Daily check-ins with Director of Parks, Recreation & Community Services Aisha Hynson

## Application Instructions

Apply by **Friday, April 3, 2026** at <https://forms.gle/FT2at6JgLRJ5n5uVA> **or scan the QR code**. Upload your resume and cover letter as a single combined PDF within the form. To be considered for placement, you must also schedule a 15-minute virtual meeting with Nicole Beckett — instructions are included in the application form. Questions? Contact Nicole at [beckettn@lafayette.edu](mailto:beckettn@lafayette.edu).

Applications will be forwarded to Upper Chichester Township for review. Students are encouraged to research the municipality before applying.



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## Important Notices

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- Academic Credit: Students may receive one course of academic credit while being paid (one-time benefit during Lafayette career). See [govlaw.lafayette.edu/program/internships/](http://govlaw.lafayette.edu/program/internships/) for details.
- Pre-Employment: Applicants must comply with Upper Chichester Township's pre-employment requirements, which may include a background check and/or drug screening.

## **West Whiteland Township, Chester County, PA**

### **Operations & Project Management Intern**

*Paid Internship: \$15.00/hour | 30 hours/week • June 15–August 14, 2026 • On-site*

#### **Community Profile**

West Whiteland Township is a growing Chester County community committed to transparent, well-organized local governance. The Township is actively investing in modern financial and project management systems that improve accountability and make it easier for elected officials and the public to understand how municipal resources are being used. The team is knowledgeable, down-to-earth, and collaborative — interns here work on real initiatives with visible impact from day one.

#### **Position Description**

The Operations & Project Management Intern will contribute directly to the Township's Budget Book initiative — a strategic tool that tracks municipal goals, capital projects, grants, and budgets in one transparent, public-facing format. The intern will help configure municipal financial software, design standardized reporting templates, and prepare Board-ready materials that improve how the Township communicates its work to elected officials and the public.

This is a role for a student who is organized, detail-oriented, and interested in how local government manages complex initiatives from planning through execution. Daily supervision is provided, and the intern will participate in cross-departmental coordination throughout the summer.

#### **Primary Deliverables**

1. A standardized project reporting template integrating financial and project data
2. Reports formatted for inclusion in Board meeting packets and public review
3. Hands-on tracking and documentation of active grants and capital projects

#### **What You Will Experience**

- Board of Supervisors meetings and public sessions
- Community events and public engagement
- Internal staff meetings and cross-departmental project coordination
- Work with outside partners and stakeholders
- Job shadowing across Township departments
- Presentation of work to elected officials

#### **Preferred Academic Backgrounds**

Government & Law, Business & Organizations, Public Policy, Economics, or related fields. Candidates with an interest in financial analysis, data organization, or project management are encouraged to apply. Familiarity with Microsoft Office is helpful.

## Work Schedule and Duration

- Paid Internship: \$15.00/hour | 30 hours per week
- June 15 – August 14, 2026
- On-site at West Whiteland Township offices, 101 W. Nields Street, Exton, PA 19341
- Public transit accessible: SEPTA Paoli/Thorndale Regional Rail to Exton Station; SEPTA Suburban Bus Routes 135 or 204
- Supervision: Daily check-ins with supervisor Jennifer Keller

## Application Instructions

Apply by **Friday, April 3, 2026** at <https://forms.gle/FT2at6JqLRJ5n5uVA> or scan the QR code. Upload your resume and cover letter as a single combined PDF within the form. To be considered for placement, you must also schedule a 15-minute virtual meeting with Nicole Beckett — instructions are included in the application form. Questions? Contact Nicole at [beckett@lafayette.edu](mailto:beckett@lafayette.edu).

Applications will be forwarded to West Whiteland Township for review. Students are encouraged to research the municipality before applying.



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## Important Notices

- Equal Opportunity Employer
- Academic Credit: Students may receive one course of academic credit while being paid (one-time benefit during Lafayette career). See [govlaw.lafayette.edu/program/internships/](http://govlaw.lafayette.edu/program/internships/) for details.
- Pre-Employment: Applicants must comply with West Whiteland Township's pre-employment requirements, which may include a background check and/or drug screening.