



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.

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



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/ 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 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.