

**LAFAYETTE**  
MEYNER CENTER FOR THE STUDY  
OF STATE AND LOCAL GOVERNMENT



**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

- 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 [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.