

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



**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.



---

## 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.