



## **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 [beckettn@lafayette.edu](mailto:beckettn@lafayette.edu).

Applications will be forwarded to Moore 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 [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.