

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 beckettn@lafayette.edu.

Applications will be forwarded to West Whiteland 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.
- Pre-Employment: Applicants must comply with West Whiteland Township's pre-employment requirements, which may include a background check and/or drug screening.