



Job Description
Community Development Intern

Status: Non-Exempt	Department: Community Development
Supervision Received: Under the direction of the Asst. Director of Community Development	Positions Directly Supervised: None

Basic Function/Summary: This position performs a variety of administrative and basic analytical duties for the Community Development Department; researches, designs and develops documents and templates; works on department specific projects. Assignments are expected to be carried out with limited supervision and using sound judgement in selecting work methods.

Work Performed:

- *1. Performs routine clerical tasks including but not limited to scanning, filing, answering incoming calls, providing customer assistance, and data processing; duties assigned include professional administrative/technical work on specific projects.
- *2. Operates offices equipment including scanners, copiers, fax machines, computers, printers, etc.; assist with all related clerical duties such as photocopying, faxing, filing, collating, etc.
- *3. Types and composes general correspondence or other material as needed.
- *4. Research other municipal practices and related ordinances related to sustainability, land use, and environmental planning.
- *5. Organize and analyze data.
- *6. Design online, digital, and print materials, update website and social media content, as needed.
- *7. Compile data or materials and create spreadsheets, prepare reports, maps, and publications.
- 8. Limited travel to offsite locations may be required from time to time.
- 10. Performs other duties as assigned.

*Essential duties

Education/Experience/Qualifications:

- Obtained a degree or is currently studying from an accredited college or university in Urban Planning/Studies, Geography, Public Administration, or related fields; 3rd or 4th year Student.
- Possess a valid Pennsylvania Driver's License
- Knowledge and proficiency in use of computers including Microsoft Office (Word, Excel, One Note, etc.), Adobe.
- Knowledge of ESRI ArcGIS software and ArcGIS Online is preferred.

Competencies:

- Accountability/Dependability
- Attention to Detail
- Adaptability/Flexibility
- Communication: Listens to others and communicates in an effective manner (orally, written, presentation)
- Computer (literacy) Skills
- Customer Focus –commitment to serve the public; build and maintain customer satisfaction with the services offered by the Township; provides excellent service to the public.
- Problem Solving Skills
- Interpersonal/Collaborative Skills
- Mathematical Reasoning
- Organizational Skills
- Reading Comprehension
- Self-Management-initiative

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel objects, and reach with hands and arms up to (8) hours a day. May lift/pull objects and materials of weight (20-35 pounds).

Work Environment: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Position Type and Expected Hours of Work:

This is a part-time, non-exempt position. Approximately 30-40 hours a week; typical days and hours vary Monday through Friday, May through August. (start and end dates are flexible with intern's schedule)

Compensation: \$14.76/hour

Other Duties:

Please note this job description is not designed to cover or contain comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.
