Susquehanna Township
Community Development Internship Opportunity

Susquehanna Township is a first class township located in Dauphin County, PA. As a suburb of the City of Harrisburg, Susquehanna Township is a diverse community of approximately 25,000 residents and 1,330 businesses. Susquehanna Township is seeking a highly motivated **Community Development Intern** for temporary part-time employment. The qualified applicant will be flexible, willing and able to learn, detail-oriented, resourceful, able to problem-solve, and have a positive attitude.

**Task and Responsibilities:**
- Performs the full array of duties assigned including professional administrative/technical work on special projects.
- Research other municipal practices and related ordinances related to sustainability, land use, and environmental planning
- Organize and analyze data
- Design online, digital, and print materials, and update website and social media content
- Compile data or materials and create spreadsheets, prepare reports, maps, and publications
- Provide staff support at meetings or with the general public about a wide variety of land use and development related issues
- Limited travel to offsite locations may be required from time to time

**Desired Qualifications:**
- 3rd or 4th year Geography student
- Proficient in Excel and Word
- Strong verbal and written communication skills, including the ability to convey thoughts clearly and concisely
- Professional interest in sustainable issues and topics, land use planning, municipal government, and environmental studies
- Ability to commit an average of 10-15 hours per week and the flexibility to attend evening meetings if necessary
- Knowledge of ESRI ArcGIS software and ArcGIS Online is preferred

**Employment Details:**
Intern position is for Spring 2020; start and end dates are flexible with candidate’s schedule. Typical hours Monday-Friday, 8:30 am to 5:00 pm. Compensation will range from $10-$12/hour. If you are interested in being considered for this internship please send a cover letter, resume, and two references to blogan@susquehannatwp.com, with Internship in the subject line.