

# **NEW BRITAIN BOROUGH**

**JOB TITLE: Borough Intern**

**Department: Administration**

**Reports to: Borough Manager**

**Date: April 2019**

## **Job Description:**

This position is temporary part time (January to May and August to December) and is paid a stipend to be set by Borough Council. Position hours and duties are also based upon the needs of the intern to receive credit from an educational institution. This position will allow a student to learn more about the workings of local government and will put the student in contact with local and state officials. Under the supervision of the Borough Manager, this approximately 20 hours a week, hands-on position will be responsible for assisting across multiple program areas including event coordination, policy development, communications, and administration. This position will not have paid time off, but flex scheduling will be allowed to best meet the intern's and Borough's needs.

## **Primary Responsibilities**

The Borough will tailor major projects to the intern's interest area by working directly with the Borough Manager on critical areas of need. All candidates will assist the Borough by:

1. Assist Borough Secretary with addressing constituent requests and concerns;
2. Prepare materials for public presentation and consumption;
3. Support social media and other communication efforts;
4. Research policy recommendations for Borough Council;
5. Support the goals and efforts of borough volunteer committees;
6. Researching and assisting in the application of grants and awards;
7. Other needs as may arise;

## **Required Knowledge, Skills, and Abilities**

Interested in a career in government. This person should have excellent verbal and written communication skills, and be dependable/reliable.

## **Preferred Minimum Training and Experience**

A junior, senior or recent graduate from a four year accredited college or university.

## **Required Licenses and Certifications**

None.

## **Physical Demands**

Light administrative work, which includes but not limited to occasional standing (up to 2 hours at a time), occasional walking (depending on tasks), occasional lifting of up to 10lbs, occasional bending, squatting, kneeling, crawling, twisting, climbing, balancing, reaching, and pulling/pushing; frequent repetitive motion, grasping and manipulation of hands; Excellent sensory abilities including speaking, hearing, seeing, visual acuity, depth perception and tactile sensation.

## **Working Conditions**

Most work is done in an office environment that is usually quiet. Occasional exposure to temperature extremes, dust, and odor.

## **Other Requirements**

1. While general work hours are flexible within the office schedule, there will be occasional evening meetings depending on the intern's interest area.
2. Willing to submit all information necessary for a background and credit check; this includes but not limited to obtaining a child abuse clearance from the state of Pennsylvania.
3. Willing to submit to a drug test at time of hire and periodically and/or randomly during employment at the request of Borough Council.
4. Participation in regular performance reviews and a final review / exit interview upon completion of the internship period.