



Valencia Borough Pennsylvania

Position: Valencia Borough Intern

Reports to: Valencia Borough Council

Position Summary:

Provide administrative support to the Valencia Borough Council and Planning Commission.

Part-time: Duration of internship to be decided. Will be a 1099 contractor.

How to Apply: Email your resume and cover letter to boro@valenciaboro.org and reference the position you are applying for in the subject of your email.

Responsibilities:

- Take and distribute accurate minutes for Borough Council meetings
- Take and distribute accurate minutes for the quarterly Planning Commission meeting
- Take and distribute accurate minutes for any special meetings
- Assist with preparing materials for Council and Planning Commission meetings
- Research and gather information for state, federal, and other governmental information reporting
- Work on projects as determined by Council
- Assist with creating and maintaining a list and calendar of governmental reports and due dates
- Assist with properly codifying and recording borough ordinances, resolutions, minutes, etc. in both hard copy and online files
- Assist with maintaining and improving online files and hard copy files in the Borough Building
- Assist with documenting processes for filing of government reports and procedures
- Generate reports for Borough representatives as needed
- Respond to emails in a timely manner with accurate information
- Trouble shoot and follow through on problems, discrepancies, and questions
- Take secretarial and other governmental training classes at PSAB and other agencies as needed
- Track internship hours
- Other tasks and responsibilities as assigned

Skills:

- Excellent organizational skills and attention to detail
- Excellent communication skills
- Ability to solve problems and follow through on tasks
- Ability to multitask
- Highly motivated with a self-starter attitude and the ability to work independently
- Intermediate Excel and Microsoft Word skills
- Must be available the second and fourth Monday of every month from 6:00-9:00 at the Valencia Borough Building for an in-person Council meeting
- Must be available the first Thursday of each quarter from 5:15-7:00 at the Valencia Borough Building for an in-person Planning Commission meeting
- Must pass a background check
- Reliable and committed to the betterment of Valencia Borough
- Willingness and ability to meet the changing needs and requirements of the job