

2017 SUMMER INTERN POSITION

ROSTRAVER TOWNSHIP, WESTMORELAND COUNTY

The Rostraver Township Board of Commissioners is seeking an intern to assist with the Administration Department, for the summer of 2017, with the development of organizing archived material and various other upcoming planning/governmental projects. This internship will include: extensive professional administrative work; creating and organizing databases; researching, scanning, and archiving old drawings and maps; and creating and presenting educational material.

Job requirements include the following: experience with Microsoft Office software including power point, word, outlook, publisher, and excel; public speaking and presentation; and strong organizational skills. The applicant should be self-motivated and should be able to work independently as well as in a team environment. The applicant must be at least 18 years old and also have a current driver's license. This is an unpaid internship. Intern would complete 12 hours per week.

Office hours are 8:00 A.M. – 4:00 P.M., Monday through Friday. Interested applicants should contact Tamira M. Spedaliere, Township Planner, at 201 Municipal Drive, Belle Vernon, PA 15012, Phone: 724-929-8877, x113 or by e-mail: planning@rostraver.us

Letters of interest and resumes must be received no later than May 25, 2017. It is anticipated that the successful applicant will be approved by the Rostraver Township Board of Commissioners on June 7, 2017.