

Intern to the Borough Administrator Borough of Manville



Hours: Flexible

Compensation: \$10.00/hour

The Borough of Manville, New Jersey, is seeking an Intern to the Borough Administrator for calendar year 2019. The Borough of Manville is situated in Somerset County and has a population of 10,400 residents. The Borough has a \$13.7 million annual budget. The Borough operates under the Mayor / Council form of government with an appointed Borough Administrator who directs and coordinates the administration of the Borough government.

Key Duties

The summer intern will observe and work closely with the Borough Administrator. Duties may include assisting in developing content for public information materials, including reviewing and editing resolutions and ordinances; helping coordinate community outreach initiatives; contributing ideas to enhance public outreach efforts; assisting on updating media; assisting with research on social platform trends; assisting on projects as needed. The intern will also participate in enrichment and networking activities to gain professional experience, as well as exposure to local government processes.

Skills and Qualifications

The Borough seeks an organized, self-motivated intern who is an effective communicator with excellent writing, editing, research and interpersonal skills, strong computer proficiency and an eye for detail. Candidates must be enrolled in an accredited college or university working toward a bachelor's degree in public administration, public policy, liberal arts, media, public affairs or related discipline. Candidates should have an interest in government and public service.

How to Apply

Please email a resume, a cover letter and, a brief writing sample to awardrop@manvillenj.org. In the subject box indicate "Administrative Internship." Applications must be received by April 12, 2019.