Rochester Borough
350 Adams Street
Rochester, PA 15074

Heart & Soul Program

The Heart & Soul Program is a resident-driven model of community development. The four-phase approach will identify goals, explore the community by developing engagement strategies, make decisions as to what options are available and which should be pursued, take action to implement the priorities identified by the community, and communicate progress to keep community members engaged and focus on the transition to sustained long-term implementation options. A team is being built to take on the initiative of implementing the Heart & Soul Program, and the Borough would like to engage an intern as a team member for this initiative.

Benefits to the municipality

- Improve understanding of public interest through the administration and analysis of survey data
- Increase municipal efficiencies through database development/enhancement
- Promote walkability and pedestrian access
- Document blight and abandoned buildings
- Enhance understanding of local needs and desires through community organizing and engagement
- Improve traffic circulation and viability of commercial corridors
- Enhance recreational opportunities
- Develop/refine policies regarding compliance and monitoring
- Provide input for budgeting or capital improvement planning
- Promote economic development within community
- Develop/enhance programs to build sustainability/resiliency
- Communicate local issues through public relations and marketing projects
- Improve access to education

Intern Skill Development

- Conflict resolution
- Critical thinking
- Fiscal management
- Human resources
- Interpersonal communications
- Professional workplace behavior
- Project management
- Public and media relations
- Public speaking
- Social media strategies
- Teamwork
- Website development
Borough of Edgeworth

301 Beaver Road
Edgeworth, PA 15143

Implementing Sustainable Practices

The Borough of Edgeworth is proud to be recognized as a Silver Certified Sustainable Pennsylvania community. We are seeking an intern who will help us apply Sustainable Pennsylvania criteria as a tool to identify areas of improvement in municipal policies, employee training, program development, community partnerships, and public education. The intern will work with department managers to establish departmental sustainability goals, map abandoned and blighted properties, and identify other sustainability opportunities. Ultimately, the work completed by the intern will become the foundation of an overall sustainability program in Edgeworth.

Benefits to the municipality

- Improve understanding of public interest through the administration and analysis of survey data
- Increase municipal efficiencies through database development/enhancement
- Document blight and abandoned buildings
- Enhance understanding of local needs and desires through community organizing and engagement
- Preserve green space
- Develop applications or mapping using GIS data
- Provide input for budgeting or capital improvement planning
- Develop/enhance programs to build sustainability/resiliency
- Communicate local issues through public relations and marketing projects
- Improve access to education

Intern Skill Development

- Critical thinking
- Fiscal management
- GIS Applications/Mapping
- Human resources
- Interpersonal communications
- Professional workplace behavior
- Project management
- Public and media relations
- Public speaking
- Social media strategies
- Technical writing
- Website development
City of Aliquippa

581 Franklin Avenue
Aliquippa, PA 15001

Blight Mitigation and Code Enforcement Enhancement

The City is working to address the negative effects of deindustrialization and blight. This internship opportunity will help the City implement an effective code enforcement program that includes updating policies and procedures for property inspection, and occupancy and rental regulations. The intern will transition "antiquated" occupancy permit and rental property management into an integrated computerized system and assist in entering data of occupancy permit applicants and rental property permits. The intern will shadow City supervisors to observe municipal management and perform “ride-alongs” with appropriate officials to observe structures and document property conditions. Ultimately, we are seeking an intern who will bring a knowledge of emerging issues and new ideas leading to effective management strategies to reverse the trend of community disinvestment.

Benefits to the municipality

- Improve understanding of public interest through the administration and analysis of survey data
- Increase municipal efficiencies through database development/enhancement
- Document blight and abandoned buildings
- Enhance understanding of local needs and desires through community organizing and engagement
- Modernize record keeping with technology development
- Enhance recreational opportunities
- Develop applications or mapping using GIS data
- Promote economic development within community
- Communicate local issues through public relations and marketing projects

Intern Skill Development

- Conflict resolution
- Critical thinking
- GIS Applications/Mapping
- Human resources
- Interpersonal communications
- Land-use planning
- Technical writing
- Professional workplace behavior
- Project management
- Public speaking
- Social media strategies
- Teamwork
City of Duquesne

12 South Second St.
Duquesne, PA 15110

Community Outreach and Social Media Relations Program

The City lacks a comprehensive policy regarding its use of Social Media and is woefully inadequate at distributing information to the community. This project will establish policies and procedures for the City of Duquesne’s Community Outreach and Social Media Relations Program. The intern will coordinate with the council, manager, Department Directors, and Community Groups to identify key communication messages. This will involve developing and coordinating the update of the City's website, Twitter, and Facebook accounts to ensure better access of information for residents. The intern will support the City's investment in the social capital of its neighborhoods, including interacting with community and neighborhood organizations and fielding questions and concerns.

Benefits to the municipality

- Improve understanding of public interest through the administration and analysis of survey data
- Increase municipal efficiencies through database development/enhancement
- Enhance understanding of local needs and desires through community organizing and engagement
- Modernize record keeping with technology development
- Promote economic development within community
- Develop/enhance programs to build sustainability/resiliency
- Communicate local issues through public relations and marketing projects
- Improve access to education

Intern Skill Development

- Conflict resolution
- Critical thinking
- Interpersonal communications
- Professional workplace behavior
- Project management
- Public and media relations
- Public speaking
- Social media strategies
- Teamwork
- Technical writing
- Website development
Braddock Borough
415 Sixth Street
Braddock, PA 15104

Community Planning and Blight Mitigation

Braddock Borough, for the past two years, has examined strategies to reduce the presence of the blight in the community. This project will assist the Borough to eliminate blight and transform blighted properties into livable spaces with the technical assistance of the Housing Alliance and Department of Community Development. Concurrently, the Borough has joined together with its neighboring communities of East Pittsburgh and North Braddock to prepare a multi-municipal Comprehensive Plan. The Borough is seeking an intern to support public outreach and community engagement for both projects. The intern will work directly with the Borough Manager and interact with several municipal council members, Allegheny County Council, Department of Economic Development, Borough Engineers, Code Officers, Real Estate developers, residents, and various community groups.

Benefits to the municipality

- Improve understanding of public interest through the administration and analysis of survey data
- Increase municipal efficiencies through database development/enhancement
- Document blight and abandoned buildings
- Enhance understanding of local needs and desires through community organizing and engagement
- Modernize record keeping with technology development
- Promote affordable housing
- Develop/Refine policies regarding compliance and monitoring
- Develop/enhance programs to build sustainability/resiliency
- Communicate local issues through public relations and marketing projects

Intern Skill Development

- Conflict resolution
- Critical thinking
- Fiscal management
- Interpersonal communications
- Professional workplace behavior
- Project management
- Public and media relations
- Public speaking
- Teamwork
Turtle Creek Valley Council of Governments

2700 Monroeville Blvd.
Monroeville, PA 15146

Social Media Coordinator & Marketing Liaison

Turtle Creek Valley Council of Governments (TCVCOG) works with its 20 member-municipalities to find efficient, cost-effective solutions and programs that benefit the member communities and more than 175,000 residents that call them home. The COG wishes to enhance their ability to convey their mission and benefits in hopes of increasing partnerships, and enhance community awareness of TCVCOG. The intern’s prime responsibility will be to assist in the development of marketing materials, social media and other tools to maximize awareness of available programs. Ultimately, the intern will be responsible for establishing and maintaining a social media presence for the organization during the duration of the internship.

Benefits to the municipality

- Improve understanding of public interest through the administration and analysis of survey data
- Enhance understanding of local needs and desires through community organizing and engagement
- Communicate local issues through public relations and marketing projects
- Promote economic development within community
- Develop/enhance programs to build sustainability/resiliency
- Communicate local issues through public relations and marketing projects

Intern Skill Development

- Critical thinking
- Interpersonal communications
- Professional workplace behavior
- Project management
- Public and media relations
- Public speaking
- Social media strategies
- Teamwork
Mt Oliver Borough
150 Brownsville Road
Pittsburgh, PA 15210

Multi-Municipal Housing Study

Mt. Oliver Borough has worked to stabilize its aging housing stock in a historically weak market. The Borough, in partnership with Economic Development South, is applying for a six-year Neighborhood Partnership Program (NPP) grant, and the intern will help to identify locations to target stabilization efforts, as well as larger rehab-to-resale projects and infill housing. The Borough is working across municipal boundaries to include the City of Pittsburgh’s adjacent Knoxville neighborhood in this project. The Intern will compile municipal, county, and census level data and conduct spatial analysis to outline current housing trends. Through their work, the intern will also engage the community and interview local officials and community groups to aid in understanding the data and community priorities.

Benefits to the municipality

- Improve understanding of public interest through the administration and analysis of survey data
- Document blight and abandoned buildings
- Enhance understanding of local needs and desires through community organizing and engagement
- Promote affordable housing
- Develop applications or mapping using GIS data
- Promote economic development within community

Intern Skill Development

- Critical thinking
- GIS Applications/Mapping
- Interpersonal communications
- Project management
- Technical writing
Wilkinsburg Borough
605 Ross Ave
Wilkinsburg, PA 15221

MS4 Stormwater Data and Outreach Coordinator

Wilkinsburg Borough is working to improve water quality by enhancing its Municipal Separate Storm Sewer System (MS4) and stormwater management plan. The MS4 Stormwater Data and Outreach Coordinator will work in close coordination with the municipal Engineer and Stormwater partner organization, Nine Mile Run Watershed Association. Under their guidance, the intern will inventory outfalls, catch basins, create and implement standard “written plans” to comply with MS4 NPDES permit Minimum Control Measures, and update/create public outreach items for residents regarding stormwater.

Benefits to the municipality

- Improve understanding of public interest through the administration and analysis of survey data
- Increase municipal efficiencies through database development/enhancement
- Enhance understanding of local needs and desires through community organizing and engagement
- Modernize record keeping with technology development
- Develop/refine policies regarding compliance and monitoring
- Provide input for budgeting or capital improvement planning
- Develop/enhance programs to build sustainability/resiliency
- Communicate local issues through public relations and marketing projects
- Enhance water quality through stormwater management
- Mitigate impacts of flooding

Intern Skill Development

- Critical thinking
- GIS Applications/Mapping
- Interpersonal communications
- Professional workplace behavior
- Public and media relations
- Social media strategies
Moon Township is a dynamic community that has a thriving commercial base, plentiful recreational opportunities, and strong neighborhoods. Over the years, the Township has worked to modernize outdated paper systems and are now implementing TRAISR, a web-based asset management system, to help improve the management of its fleet, modernize the public works inventory, and inform capital projects. The intern will work in concert with municipal administration and public works officials to catalog historic information into an integrated computerized management system. Additional documentation efforts will include creating photo logs of municipal equipment holdings and capital projects, and locate street signs and storm water facilities through GPS technology.

Benefits to the municipality

- Increase municipal efficiencies through database development/enhancement
- Modernize record keeping with technology development
- Provide input for budgeting or capital improvement planning

Intern Skill Development

- Fiscal management
- Interpersonal communications
- Professional workplace behavior
- Project management
- Teamwork
South Park Township

2675 Brownsville Road
South Park, PA 15129

MS4 ESRI Data Base Development

South Park Township is a growing residential community located in the South Hills of Pittsburgh. Like many communities, the Township is interested in protecting water quality and recently implemented the ArcGIS online to help comply with MS4 mandates. The platform and hardware are comprised of leading-edge technology in the geo-spatial industry. The intern will complete planimetric mapping of field points (sanitary and storm infrastructures) by incorporating existing digital information on file as well as additional digital information provided by the Township Engineer into the ArcGIS system. The intern will benefit from practical, hands-on experience with the ArcGIS software system under the guidance of the Public Works Director, Municipal Engineer, and Township Manager.

Benefits to the municipality

- Increase municipal efficiencies through database development/enhancement
- Modernize record keeping with technology development
- Develop applications or mapping using GIS data
- Provide input for budgeting or capital improvement planning
- Enhance water quality through stormwater management

Intern Skill Development

- GIS Applications/Mapping
- Interpersonal communications
- Professional workplace behavior
- Teamwork
Comprehensive Sign Inventory

The Township of Hampton is a community that is filled with pride, progress and tradition, and has invested heavily into our GIS program. In order to comply with Federal Highway Administration (FHWA) requirements for minimum levels of sign retroreflectivity, as outlined in the Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD), this project will create a comprehensive sign inventory to be managed within a GIS database. The information will be collected using Arc Collector/Survey123 and then added to the Placement Site's online database. The intern will assist in the creation of the database and of an identifying system for the signage. The intern will also be exposed to the workings of Arc GIS Online and will assist in creating a sign inventory interface for the township.

Benefits to the municipality

- Increase municipal efficiencies through database development/enhancement
- Modernize record keeping with technology development
- Develop applications or mapping using GIS data

Intern Skill Development

- Critical thinking
- GIS Applications/Mapping
- Interpersonal communications
- Professional workplace behavior
- Project management
- Public speaking
Aleppo Township

100 North Drive
Sewickley, PA 15143

**Multi-municipal GIS Specialist**

Aleppo Township offers the quiet charm of a rural community with convenient access to the City of Pittsburgh. We have worked regionally with our neighbors Glen Osborne Borough and Kilbuck Township to establish a multi-municipal GIS platform, CivicMapper, hosted by the Quaker Valley Council of Governments. This project presents a unique opportunity to gain insight into three separate communities and inform regionally significant decision-making. The intern will assist in the creation of the database to support shared asset identification to include stormwater infrastructure, signs, and road conditions. Working with the Municipal Managers, the intern will help the communities identify needs and prioritize infrastructure investments as a region.

**Benefits to the municipality**

- Increase municipal efficiencies through database development/enhancement
- Enhance understanding of local needs and desires through community organizing and engagement
- Modernize record keeping with technology development
- Develop applications or mapping using GIS data
- Provide input for budgeting or capital improvement planning
- Promote economic development within community

**Intern Skill Development**

- Critical thinking
- GIS Applications/Mapping
- Professional workplace behavior
- Project management
- Teamwork
Borough of Brentwood
3624 Brownsville Road
Pittsburgh, PA 15227

Modernization of Municipal Data Management

The Borough of Brentwood is committed to providing its residents with a diverse assortment of services. This project will both modernize the methods by which records are stored internally and improve access to information. The intern will help develop a uniform electronic filing protocol that will increase efficiency in locating documentation, and server files will subsequently be reorganized in accordance with this standard. Brentwood presently uses ESRI mapping software, and its consulting engineer has built out certain modules. However, there is a need to graphically store additional building, code enforcement, and infrastructural data. The intern would be charged with creating templates and commencing the process of uploading information.

Benefits to the municipality

- Increase municipal efficiencies through database development/enhancement
- Modernize record keeping with technology development
- Develop applications or mapping using GIS data
- Communicate local issues through public relations and marketing projects

Intern Skill Development

- GIS Applications/Mapping
- Professional workplace behavior
- Project management
- Teamwork
- Website development
Avonworth Municipal Authority

498 Camp Horne Road
Pittsburgh, PA 15237

Community Engagement for Recreational Park

Avonworth Community Park serves a local population of over 10,000 and is visited by people from across the county and Western Pennsylvania. Serving the residents of the Boroughs of Ben Avon, Ben Avon Heights, and Emsworth, and the Townships of Kilbuck and Ohio, we are investing in trail improvements to connect the park’s trail system to local communities. This project will develop tools to better inform and engage residents in park activities. The intern will help enhance the social media presence, update the website, and conduct a recreational needs survey of residents, neighboring municipality staff and officials, and local organizations. Feedback from this project will help inform the park's promotional strategy.

Benefits to the municipality

- Improve understanding of public interest through the administration and analysis of survey data
- Increase municipal efficiencies through database development/enhancement
- Promote walkability and pedestrian access
- Enhance understanding of local needs and desires through community organizing and engagement
- Modernize record keeping with technology development
- Preserve green space
- Enhance recreational opportunities
- Provide input for budgeting or capital improvement planning
- Develop/enhance programs to build sustainability/resiliency
- Communicate local issues through public relations and marketing projects

Intern Skill Development

- Critical thinking
- Interpersonal communications
- Professional workplace behavior
- Project management
- Public and media relations
- Public speaking
- Social media strategies
- Teamwork
Borough of Baldwin
3344 Churchview Avenue
Pittsburgh, PA 15227

Event Coordinator

The Borough of Baldwin seeks to improve communication with residents and is seeking an Event Coordinator who has experience with managing social media outlets, website maintenance, and event planning. The intern will create and oversee community events at borough parks and pool, and develop promotional efforts to increase awareness and participation. The intern will work closely with Borough Manager, Administrative Assistant, Human Resources Officer, and the Financial Officer, to learn about the Borough’s role in providing services to residents. Using this knowledge, the intern will maintain the Facebook page and Twitter account, as well as update the website to share important information about community events. The Borough offers a fun and welcoming environment that will offer an intern real-world experience that is not provided in a classroom.

Benefits to the municipality

- Enhance understanding of local needs and desires through community organizing and engagement
- Modernize record keeping with technology development
- Enhance recreational opportunities
- Promote economic development within community
- Communicate local issues through public relations and marketing projects

Intern Skill Development

- Conflict resolution
- Critical thinking
- Interpersonal communications
- Land-use planning
- Professional workplace behavior
- Project management
- Public and media relations
- Social media strategies
- Teamwork
- Website development
Reserve Township
33 Lonsdale Street
Pittsburgh, PA 15212

Municipal Management Assistant

Reserve Township is a small community on the outskirts of the City of Pittsburgh. The Township is seeking an intern interested in municipal management and local governance. The intern will work under the guidance of the Township Manager to learn the aspects of public administration. The intern will learn fiscal strategies and budgeting by assisting with development of budgets and management of water and sewer billing. The intern will gain experience working with the public through resident engagement and working with vendors. The intern will work in a professional atmosphere and interact with Human Resources, attend public meetings, and support Township operations.

Benefits to the municipality

- Improve understanding of public interest through the administration and analysis of survey data
- Increase municipal efficiencies through database development/enhancement
- Document blight and abandoned buildings
- Enhance understanding of local needs and desires through community organizing and engagement
- Modernize record keeping with technology development
- Enhance recreational opportunities
- Develop/refine policies regarding compliance and monitoring
- Provide input for budgeting or capital improvement planning
- Promote economic development within community
- Communicate local issues through public relations and marketing projects

Intern Skill Development

- Conflict resolution
- Critical thinking
- Fiscal management
- Human resources
- Interpersonal communications
- Professional workplace behavior
- Public and media relations
- Social media strategies
- Teamwork
- Technical writing
South Strabane Township
550 Washington Road
Washington, PA 15301

Community Relations Liaison

South Strabane Township, a community of approximately 10,000 residents in the heart of Washington County, has experienced dynamic growth and rapid professionalization over the last decade. The Township seeks a talented individual to serve as its first ever Community Relations Liaison (CRL). The CRL’s capstone project will include the strategic planning and budget development for a Community Day to occur over the summer. The project will result in the development of a blueprint and associated strategies for continued resident interaction and the growth of the Township’s community relations through an annual Community Day. The CRL will be responsible for engaging residents and businesses in order to promote current resources and assist in the development of future community programming.

Benefits to the municipality

- Improve understanding of public interest through the administration and analysis of survey data
- Increase municipal efficiencies through database development/enhancement
- Enhance understanding of local needs and desires through community organizing and engagement
- Enhance recreational opportunities
- Provide input for budgeting or capital improvement planning
- Communicate local issues through public relations and marketing projects

Intern Skill Development

- Conflict resolution
- Critical thinking
- Fiscal management
- Human resources
- Interpersonal communications
- Professional workplace behavior
- Project management
- Public and media relations
- Public speaking
- Social media strategies
- Teamwork
- Technical writing
- Website development
Borough of Greenville

125 Main Street
Greenville, PA 16125

Home Rule Charter Intern

In November of 2019, the voters of Greenville voted to become a home rule community, and, per the Home Rule Charter, the Borough is to create an administrative code for the municipality in 2020. The Municipal Intern will play a vital role in helping the Borough review old administrative documents and update these documents into an administrative code manual. This will require the intern to complete research on legal and best practice methods for certain sections of the code. The intern selected for this project will gain valuable knowledge in research, administrative functions of a municipality, and drafting policies and procedures for those administrative functions.

Benefits to the Municipality

- Improve understanding of public interest through the administration and analysis of survey data
- Enhanced public administration
- Modernize record keeping with technology development
- Develop/refine policies
- Promote economic development within community

Intern Skill Development

- Critical thinking
- Interpersonal communications
- Land-use planning
- Project management
- Technical writing
City of New Castle
230 N. Jefferson Street
New Castle, PA 16101

Community & Economic Development Intern

The City of New Castle has begun a re-branding initiative to engage citizens in the overall Community and Economic Development (CED) plan for the area. The City’s current administration is utilizing resources such as data from state and countywide CED's, like that of the Allegheny Conference of Community Development, to assist in tailoring a strategic CED plan suited to the City’s needs. The intern will not only be a part of the team implementing the changes and upgrades, but they will be developing, researching and posting content regarding the progress of the CED plan, and therefore will be well versed in the information contained within the presentations provided to local merchants, citizens and City Council.

Benefits to the Municipality

- Improve understanding of public interest through the administration and analysis of survey data
- Increase municipal efficiencies through database development/enhancement
- Enhance understanding of local needs and desires through community organizing and engagement
- Modernize record keeping with technology development
- Promote economic development within community
- Communicate local issues through public relations and marketing projects

Intern Skill Development

- Critical thinking
- Interpersonal communications
- Professional workplace behavior
- Project management
- Public and media relations
- Public speaking
- Social media strategies
- Teamwork
- Website development