



Promoting Excellence in Local Government

2024 MUNICIPAL INTERN PROGRAM PLACEMENT SITE GUIDELINES

Now accepting applications from Placement Sites, this exciting workforce development initiative is extremely popular, and funding is limited! Check out what we did in [2023](#) and submit your [application](#) before February 9, 2024.

PROGRAM DESCRIPTION

The [Municipal Intern Program \(MIP\)](#) is a paid summer internship that connects graduate and undergraduate students with eligible Placement Sites. Project Applications are reviewed anonymously and ranked according to program criteria.

To meet program requirements, Placement Sites must provide a student with meaningful, full-time employment for a twelve-week period between June and August. Our goal is to introduce students to careers in local government and project submissions are evaluated for opportunities for the intern to develop professionally and engage within municipal settings. Project submissions must demonstrate a tangible benefit to the municipality while supporting the personal and professional growth of the student.

Appropriate projects include, but are not limited to, financial management, human resources, asset mapping, development of geographic information systems, comprehensive planning, economic development, capital improvement planning, intergovernmental cooperation, code enforcement, and community engagement campaigns.

Eligible placement sites include municipalities, councils of government, municipal authorities, Act 47 Distressed Municipalities, and municipalities enrolled in the Strategic Management Planning Program in Western Pennsylvania and Cambria County.

CRITERIA FOR SELECTION

Intern placements will be made only to municipalities who agree to meet the following criteria:

- The Placement Site agrees to employ the intern to work 35-40 hours per week for a total of at least 400 hours, and no more than 480 hours, to be completed by August 31st.
- The Placement Site shall ensure that the intern attends required trainings and events hosted by Local Government Academy. The Placement Site shall consider this time as on-the-job training and the intern shall participate as a component of their work hours.
- The Placement Site shall provide an appropriate work area, with resources necessary to complete the project (email, database, file server, telephone, etc.) and safety equipment and/or training, as necessary.
- The intern/project is supervised by an employee in a supervisory or management role.
- The supervisor will ensure that the intern is always supervised. At no time should the intern be placed in a situation where they are working alone without appropriate oversight.
- The supervisor shall provide a comprehensive orientation within first week (personnel policies, rules and regulations, safety procedures, etc.).
- The supervisor shall conduct weekly review meetings with the intern.

2024 MUNICIPAL INTERN PROGRAM PLACEMENT SITE GUIDELINES

- The supervisor shall facilitate introductions to key employees and elected officials, as appropriate.
- The project proposed must contain a substantive learning experience for the intern, as well as fulfill a need in the community/municipality.

2024 SCHEDULE

- **Monday, January 8– Program Opens**
Applications for intern projects become available at localgovernmentacademy.org.
- **Friday, February 9 – Project Applications Due**
Completed Placement Site applications due to the Academy
 - Data is collated and reviewed anonymously by a committee of local government officials, past interns, municipal and government support staff.
- **Monday, February 26 – Projects Announced and Intern Applications Open**
Approved Placement Sites announced and interns may begin applying to the program.
- **Wednesday, March 20 – Intern Fair**
Municipal Intern Fair. The Fair provides opportunities for municipalities to interview prospective interns. Attendance at the Fair is required by at least one representative from each chosen placement site.
- **Friday, April 28 – Intern Selection Announcement**
Municipalities conclude interview process and make internship offer to desired candidate. While the Academy will assist in facilitating a match through the Municipal Intern Fair and targeted outreach, the Academy is not responsible for making final selections.
- **Friday May 17 – Intern Projects may commence**
Internship project activities may commence. (All internships must begin no later than June 6, 2022.)
- **Wednesday, June 5 – Virtual MIP Orientation for Interns**
Intern Orientation Workshop. Mandatory meeting for Interns.
- **Wednesday, June 26 – 10:00 - 3:00pm – In person Orientation Session**
Intern Development Session required for all interns.
- **Wednesday, July 17 – 10:00am - 3:00pm – Development Session**
Intern Development Session required for all interns.
- **Thursday, August 8 – 11:00am - 1:00pm – Recognition Event**
Annual Recognition Lunch – required of all interns and supervisors.
- **August 31, 2024**
Internship concludes.

FINANCIAL OBLIGATION

- A grant administered by the Academy will reimburse the Placement Site a portion of the intern's wages for up to 480 hours of work. Interns must work no less than 400 and no more than 480 hours.
- The Placement Site is responsible for hiring the intern, collecting payroll taxes, and providing workers compensation coverage.
- The placement Site may pay the intern a higher wage but the Academy will only reimburse as per the guidelines.

2024 MUNICIPAL INTERN PROGRAM PLACEMENT SITE GUIDELINES

- The Academy will distribute the reimbursement grant midway through the internship and upon completion. The Placement Site is required to provide payroll documentation to receive the reimbursements.
- Placement Sites in Allegheny County: The Academy anticipates ten municipal intern projects in Allegheny County and will provide a reimbursement of 50% for graduate students who shall receive an hourly wage of \$12.00, or undergraduate students who shall receive a wage of \$11.00 per hour.
- Placement Sites in Washington County: The Academy anticipates two municipal intern projects and will provide a reimbursement of 50% for graduate students who shall receive an hourly wage of \$12.00, or undergraduate students who shall receive a wage of \$11.00 per hour.
- DCED funded Placement Sites in Southwestern Pennsylvania. The Academy anticipates ten DCED funded projects and will provide reimbursement of 66% for interns who shall receive an hourly wage of \$12.00 when placed in designated Act 47 municipalities and municipalities enrolled in (or have completed) the Strategic Management Planning Program.
- The placement Site may pay the intern a higher wage, but the Academy will only reimburse as per the program guidelines.

PLACEMENT SITE OBLIGATIONS

The placement site is responsible for selecting and hiring an intern that best matches the skills necessary to complete the project. While the Academy will assist in facilitating a match through the Municipal Intern Fair and targeted outreach, the Academy is not responsible for making final selections.

- Only students currently enrolled in a college program are eligible for internships.
- Placement sites are not permitted to employ family members of the governing body or municipal staff as interns.
- Placement sites must agree to follow the program schedule as noted herein and provide paid time-off to the Intern to attend Orientation, Development Session(s), and the Recognition Luncheon.
- Interns must work between 400 – 480 hours during the internship.
- Midpoint and final evaluations of the intern's performance are required. Forms will be provided by the Academy.
- Interns are required to prepare a project summary to document the project. Placement Sites are expected to assist the intern to complete this assignment.

FUNDING CREDIT

This program is made possible through the support of Allegheny County, the Pennsylvania Department of Community and Economic Development/Center for Local Government Services, and the Redevelopment Authority of Washington County.