



DEPARTMENT OF BUSINESS ADMINISTRATION

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4118

Project Management Intern Job Description

The Project Management Intern will support the Department of Business Administration across a variety of active projects and initiatives. This role will provide experience in core aspects of municipal project management, including data collection and analysis, legal document preparation, and participation in field inspections and project meetings. The intern may assist with progress tracking, coordination with contractors or vendors, and formal reporting efforts related to infrastructure, planning, or operational initiatives.

The ideal applicant is detail-oriented, adaptable, and interested in gaining firsthand experience with how local government manages complex projects. Preferred areas of study include Business, Project Management, Public Administration, Engineering, or related fields.

Responsibilities for position:

- Assist the Project Manager with planning tasks, documentation, meeting notes, and project tracking.
- Support the Engineering Coordinator with data collection, field verifications, and contractor coordination.
- Participate in site visits and inspections to observe active project work.
- Shadow the Assistant City Planner to learn about zoning, planning processes, and land use coordination.
- Help the Right-to-Know Office with organizing records and understanding transparency requirements.
- Assist the ARPA Project Manager with federal grant tracking, reporting, and compliance tasks.
- Perform data entry, manage spreadsheets, and format documents using Microsoft Office, especially Excel.
- Help draft memos, summary reports, and meeting materials.
- Engage with multiple departments to learn how municipal projects are coordinated.
- Other duties as assigned

Requirements:

- Proficient in Microsoft Office Suite, with a strong emphasis on Excel, including basic formulas and common spreadsheet practices such as data entry, sorting, and filtering.
- Must be willing to participate in on-site visits and field inspections as needed.
- Must be able to work independently on projects.
- Excellent written and verbal communication skills.
- Experience in Geographic Information Systems (GIS) is a plus

Reports to: Business Administrator, Project Manager, Engineering Project Coordinator

Hours Per Week: 10 – 15