



The Monroe County Human Resources Office is now  
accepting applications for the following position:

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**AMERICA250 INTERN – COMMISSIONER’S OFFICE**  
\$15/hour | Temporary | Internship Length: 120 hours

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*Current County employees interested in this position must submit a bid sheet and resume to the Human Resources Office.*

**Notice:** Employment with the County is contingent upon the successful completion and submission of a Criminal Background Check (<http://epatch.state.pa.us>), to be obtained at the candidate’s expense prior to the start date. Additional position-specific clearances may be required.

**POSTED:** 05/06/2026

**REMOVE:** OPEN UNTIL FILLED

# MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

AMERICA250 INTERN

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## PURPOSE OF CLASSIFICATION

The purpose of this position is to support the Monroe County 250 initiative through the organization, development, and maintenance of digital historical and cultural resources. This internship provides practical, hands-on experience in content management and public-facing digital platforms, including the use of the Brighter Travel system to create and maintain location-based trails that enhance public access, engagement, and awareness of Monroe County's historical and community assets.

## ESSENTIAL FUNCTIONS

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Uploads, organizes, and maintains photographic content of historical sites and locations; may take original photographs as needed; ensures images and related information are accurate, complete, and properly formatted for database entry and public use.

Assists in the development and coordination of themed trails (e.g., Ice Cream Trail, Coffee Trail, and similar initiatives); gathers relevant business and location information; organizes content for promotional and public engagement purposes.

Interacts with members of the public, local business owners, and community partners; provides information about the America250 program; explains participation opportunities and responds to questions or inquiries.

Provides general administrative support as needed, including data entry, document preparation, and assistance with program-related tasks; maintains confidentiality of information as required.

## ADDITIONAL FUNCTIONS

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

Must possess a High school diploma or GED. Must possess and maintain a valid Pennsylvania driver's license. Must possess and maintain minimum car insurance coverage limits of: Bodily

## Monroe County, Pennsylvania •

Injury – \$100k/person, \$300k/accident Property Damage – \$50k OR a combined single limit of \$300,000.

### PERFORMANCE APTITUDES

**Data utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data including exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships. Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations. Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as financial statements, statutes, procedures, guidelines and non-routine correspondence.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; may require the ability to perform mathematical operations with fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems such as supervision, and coordinating. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable,

### ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

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**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.