

# **Governor's Northeast Regional Office**

## **Internship Program**

**Location:** Scranton PA

Experience day to day work activities and develop professional skills for your future career. Shadow and support Regional staff as they provide constituent services, perform public outreach and attend community events and meetings.

Research issues pertaining to constituent casework. Learn basic constituent services. Communicate with state agencies as well as constituents. Data management and entry. Additional tasks as needed.

**Requirements:** Internship will be unpaid and student must be receiving college credit.

Candidate should be proficient with Microsoft Office programs, be able to communicate effectively and maintain confidentiality.

**Send cover letter and resumes to:**

Governor's Northeast Regional Office  
409 Lackawanna Ave. 3<sup>rd</sup> Floor  
Scranton PA 18503

**Or by email to:** [skarlowicz@pa.gov](mailto:skarlowicz@pa.gov)

**If you have additional questions, please call:** 570-614-2090