

**TOP
WORK
PLACES**
2021

The Inquirer

INTERNSHIP PROGRAM



PennCommunityBank.com | 215.788.1234



**Here
We
Grow.**



A MESSAGE FROM OUR CHIEF HUMAN RESOURCES OFFICER

At Penn Community Bank, growth is the heart of everything we do - from supporting local economies to developing relationships with our customers and communities. Our commitment to growth also extends to team members at any stage of their career. Its part of the reason our institution was named one of the region's Top Workplaces by the *Philadelphia Inquirer*.

For many, the Penn Community Bank Internship Program is a first step to entering the financial services industry or gaining valuable professional experience for whatever comes next.

We are proud to offer internships in departments throughout the organization and work with each intern to develop a meaningful educational experience that benefits for years to come. Wherever the opportunity, our team members are committed to providing program participants everything they need to succeed, paying close attention to career goals and personal interests.

This overview captures some of the opportunities offered in the Penn Community Bank Internship Program, benefits of participation, and stories from current and former interns. I hope you learn more about Penn Community Bank and the value of joining us as we meet the financial needs of individuals, families, and businesses across the region.

Here We Grow!

A stylized graphic in the bottom left corner showing several grey circles of varying sizes connected by white lines, representing a group of people holding hands in a circle.

Georgann Berger Mckenna
Chief Human Resources Officer
Penn Community Bank



ABOUT PENN COMMUNITY BANK

With more than \$2.6 billion in assets and over 300 team members, we are the largest mutual bank in eastern Pennsylvania. Our growth mission is to deliver solutions that genuinely serve the best interests of our individual and commercial customers in ways they cannot possibly experience at more traditional financial institutions. As a bank powered by good values, we are a catalyst for good with the flexibility, responsiveness, and experience to guide next-level growth for everyone we serve.

OUR MISSION

Penn Community Bank is committed to helping local residents, businesses, and nonprofits achieve their financial goals and to taking an active role in contributing to the overall prosperity of our communities.

Guided by our core values of integrity, transparency, service, and independence, we work to:

- Help businesses grow and prosper,
- Provide financial resources that meet the needs of individuals and families throughout their lifetimes,
- Strengthen our local economy,
- Partner with local organizations to improve quality of life, and
- Operate for long-term success, to ensure the continued strength and stability of our financial organization.

OUR VISION

Penn Community Bank is committed to being the local bank of choice within Bucks and Montgomery Counties and the surrounding areas. We will be the first name that comes to mind for those who prefer a relationship with a financial institution that values people as much as profits.

INTERNSHIP PROGRAM OVERVIEW

The Penn Community Bank Internship Program is a paid career development opportunity designed to provide participants with the experience and skills to kick-start a career in the financial services industry and beyond. When you intern with us, you'll have the chance to explore the inner workings of the region's leading community bank.

Your manager will review your learning goals and professional goals to ensure your responsibilities and tasks complement your academic and career goals. You will work closely with others in your department to learn more about your respective discipline as it relates to the banking industry and will have the opportunity to provide support and insight regularly.

In just a few months as a Penn Community Bank intern, you will gain valuable real-world work experience, develop a solid professional network, and have access to mentors as you begin your career.

WHAT TO EXPECT

As part of the Penn Community Bank Internship Program you will:

- Assist with current projects and programs as needed
- Conduct research and assist with implementation and development of new and current programs
- Support the department in daily tasks and initiatives
- Collaborate with departments as needed
- Work alongside a diverse group of professionals
- And more

PARTICIPATING DEPARTMENTS

- Accounting
- Human Resources
- Information Technology
- Marketing
- Retail Operations

SKILLS & COMPETENCIES

- Excellent customer service and communications skills
- Ability to multi-task and remain organized Strong attention to detail and accuracy
- Proficiency in Microsoft Word, PowerPoint, and Excel
- Knowledge of financial services is desirable
- Course work in Business, Accounting, Human Resources, Information Technology, Marketing, etc.

HEAR IT FROM US: INTERN TESTIMONIALS



Bhaveraj Patel
Human Resources Intern

Starting my human resources internship with Penn Community Bank in 2018 I had the typical first “real” job worries – could I meet the expectations? Would I understand the role and pages of new jargon? However, I quickly learned how warm and welcoming the environment is at Penn Community Bank.

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As a part of the HR team, I learned how the service for our team members is just as important as our service to our customers. By maintaining a strong, safe, and positive environment for our team members, they are able to keep that positive energy and provide the best customer service. In my role, I’ve done everything from payroll and keeping employee data up to date, to creating organizational bulletins and supporting organizational events. Every day is different, and I love that.

In the years since joining the internship program, the bank has offered great flexibility - working around my schedule as a full-time college student – while affording me ever-greater opportunities to work with a variety of departments like Accounting, Training, Marketing, Facilities, Loan Servicing, Residential Lending, Commercial Lending, and IT, to name a few. As a business major, I’ve enjoyed getting hands-on experience in management, communication, and financial aspects of the business. And, no matter who I was working with in the organization, team members are always eager to offer their expertise or advice.

I am thankful for all the amazing people I have met and worked with as part of this internship. It’s thanks to my managers and the team members I’ve worked alongside that I feel extremely prepared to graduate with my degree and take on anything that comes my way.

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Kelsey Gallagher

Marketing Intern

In my time as a Penn Community Bank marketing intern, I've never felt like "just an intern." Instead, I've been a member of the team with the same voice, responsibilities, and support as everyone else. From day one, my managers have paid close attention to my career goals and regularly assign projects that align with my interests.



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From the projects I've been a part of – both large and small scale – and day-to-day tasks, I've learned things that aren't taught in your college courses. For example, the research and insights that go behind developing brand strategy, or the media planning and strategic objectives for the year. It's one thing to see it, and it's another to actually do it. What I did learn in my college coursework, however, I've been able to apply and see in action in a marketing department that's the best of its kind.

This internship has been nothing short of a rewarding experience and I've gained invaluable knowledge and a network of mentors that I will take with me and my professional journey. An internship at Penn Community Bank isn't coffee runs, sitting in on meetings, and "busy work." It's a program centered on learning, professional development, and contributing to the bank's overall mission. When my career takes me elsewhere, I know I will enter the workforce as an experienced young professional, and it's all thanks to Penn Community Bank.



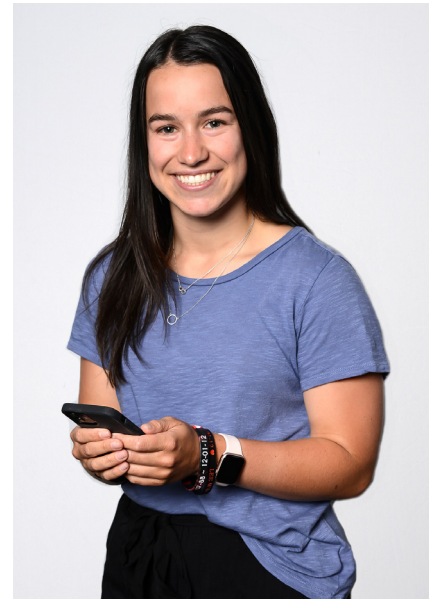
HEAR IT FROM US: INTERN QUOTES

Darby Kramer

Human Resources Intern



The process of finding and starting an internship as a college student can be nerve-racking, but the support I have been given has been nothing but warm and encouraging at Penn Community Bank. I have been able to explore potential career paths through working with various departments and gained valuable real-world experience in those areas all while working to complete my college education.



Bruce Cattie

Information Technology Intern



Working in the IT department as an intern while the department navigates the Bank's remote and hybrid work models has taught me how to give team members everything they need to succeed.



Dexter Lederer

Former Intern | Current Real Estate Relationship Manager



My career with Penn Community Bank began with an internship and, over the course of 10 years, grew into a position as a Real Estate Relationship Manager in the Commercial Lending department. When someone stays at a job for a decade, you know it's an amazing place to work and develop your career.



THE PERKS

You'll love it here - you can bank on it

- ✓ Opportunity to work at one of the Philadelphia region's Top Workplaces
- ✓ Participate at Penn Community Bank sponsored events in the community
- ✓ Hybrid remote work model, if applicable for your department
- ✓ Employee Resource Groups to promote a diverse, inclusive environment that encourages growth
- ✓ Flexible scheduling to accommodate for academic schedule or job obligations
- ✓ Hands-on job experience and training
- ✓ Potential for permanent or full-time work
- ✓ Paid internships

FREQUENTLY ASKED QUESTIONS

Who can apply?

Most internships at Penn Community Bank are open to both high school and college students. Recent college graduates looking to gain experience are encouraged to apply, too.

Can I receive academic credit for my internship?

Yes. When you apply and/or interview, let your hiring manager know that you are seeking academic credit and present any requirements, criteria, or forms that are required by your school. Penn Community Bank will work to develop a program to meet program requirements agreed upon by your institution.

How many hours can I expect to work weekly?

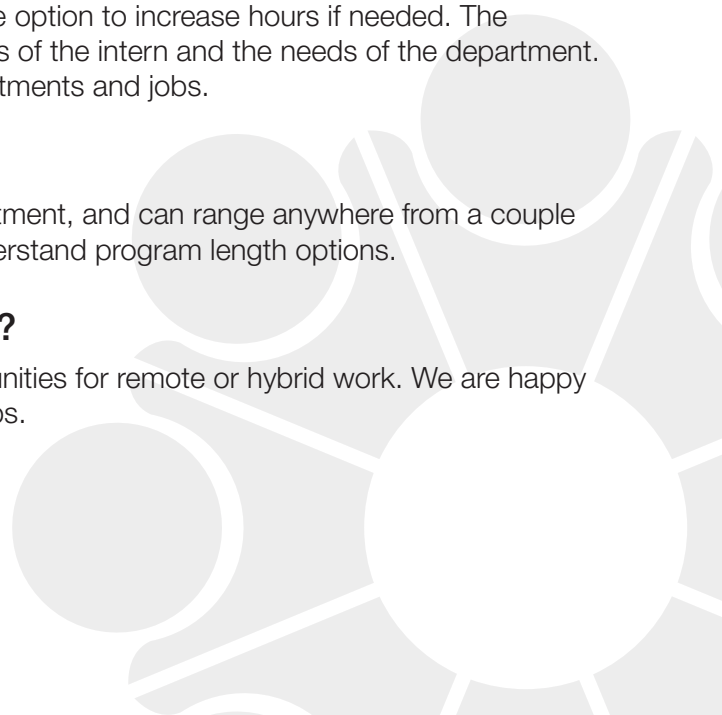
Most interns work approximately 20 -25 hours a week, with the option to increase hours if needed. The number of hours worked per week will vary based on the duties of the intern and the needs of the department. We are happy to provide flexibility to work around other commitments and jobs.

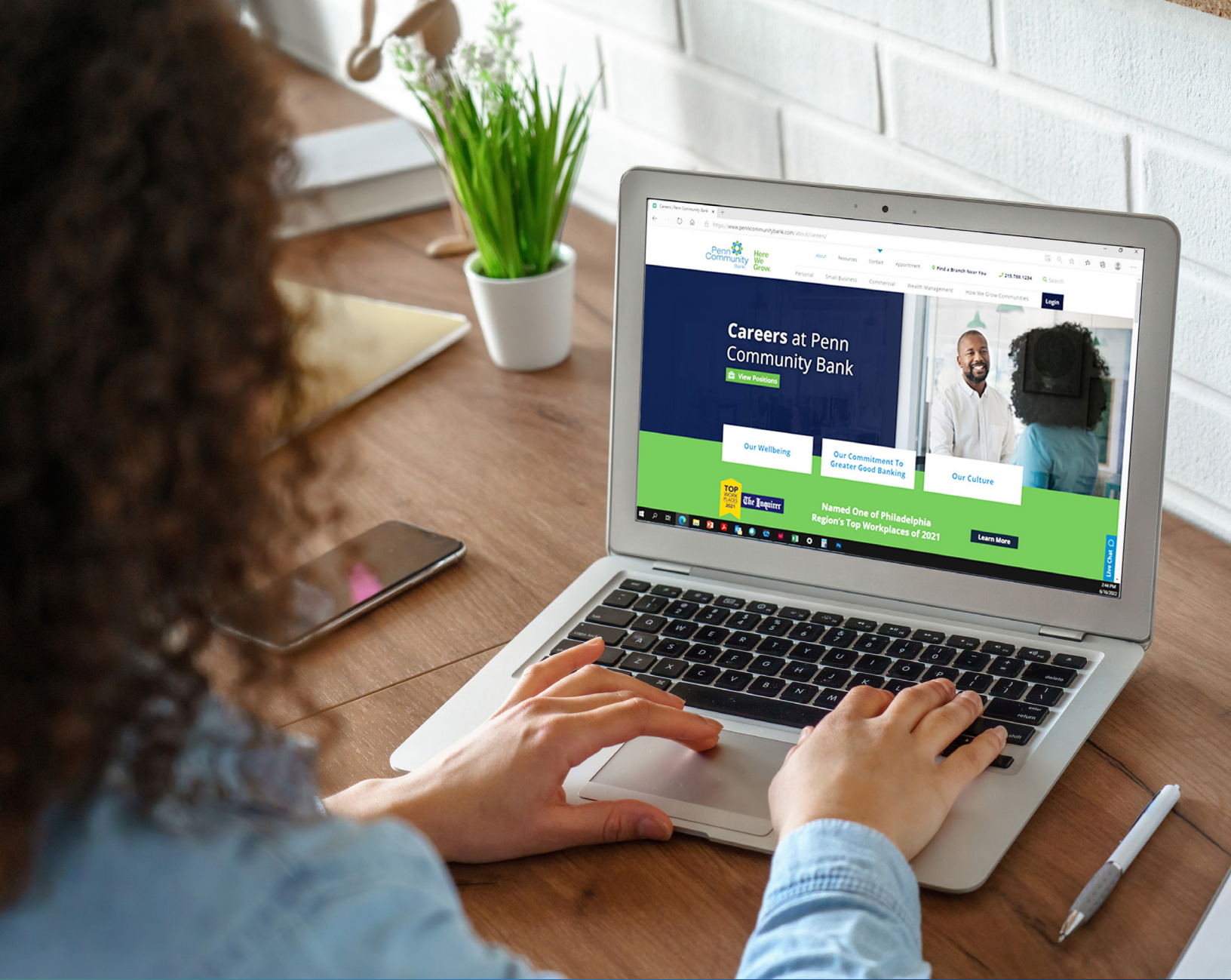
What is the duration of most internships?

Duration of internship positions vary by the needs of the department, and can range anywhere from a couple months to multiple years. Talk with your hiring manager to understand program length options.

Is there opportunity for remote or hybrid work?

Depending on the department and its needs, there are opportunities for remote or hybrid work. We are happy to provide flexibility to work around other commitments and jobs.





APPLY TODAY

All available internship positions are listed at [penncommunitybank.com/careers](https://www.penncommunitybank.com/careers).

1. Select view positions
2. In the search bar, type "intern"

If you're interested in learning more about Penn Community Bank's Internship Program, please contact jkrotowski@penncommunitybank.com.

Follow us to stay up to date on all career opportunities at Penn Community Bank.



Scan to view available internship opportunities

Penn Community Bank is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability or any other protected class. EEO/AA/VEVRA. Member FDIC.



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