



METROPOLITAN AREA PLANNING COUNCIL (MAPC)
invites applications for the position of:
Planning and GIS Intern

SALARY: \$17.00 - \$23.00 Hourly

OPENING DATE: 03/16/17

CLOSING DATE: Continuous

DESCRIPTION:

The Metropolitan Area Planning Council seeks a Planning and GIS Intern for MAPC's Data Services Department.

The Planning and GIS Intern will assist in organizing, interpreting, and visualizing demographic and geographic data for a wide variety of regional and local planning projects and data requests. The ideal candidate will be familiar with ESRI ArcGIS software and would have strong technical analysis and graphic presentation skills. The intern will have the opportunity to participate in a wide variety of regional and local planning projects, including smart growth land use planning, local rezoning efforts, open space and recreation plans, and transit-oriented development in diverse communities across Metro Boston. This is an opportunity to work in a dynamic, multidisciplinary environment focused on using data and analysis to support regional planning and policymaking.

About MAPC

MAPC is the Regional Planning Agency serving the people who live and work in metropolitan Boston. Our mission is to promote smart growth and regional collaboration. We are guided by *MetroFuture: Making a Greater Boston Region*, our regional policy plan for a more sustainable and equitable future, which was adopted in 2008. We work toward sound municipal management, sustainable land use, protection of natural resources, efficient and affordable transportation, a diverse housing stock, public safety, economic development, an informed public, and equity and opportunity among people of all backgrounds.

EXAMPLES OF DUTIES:

- Creating custom maps using ArcMap
- Basic spatial analysis
- Digitizing and editing spatial data
- Organization and interpretation of demographic and land use data
- Responding to data requests from other MAPC colleagues and from the public
- Perform other duties as necessary

TYPICAL QUALIFICATIONS:

The following are required qualifications for the position:

- Currently enrolled in an undergraduate or graduate program
- Training and experience (either academic or applied) using GIS
- Proficiency with ESRI software, including ArcMap and ArcCatalog
- Strong data management and organizational skills, with a personal commitment to the quality of the product(s)
- Ability to communicate effectively with internal staff and agency partners

The following are preferred qualifications for the position:

- Experience with data management best practices.
- Familiarity with cartographic principles and technical methods, including labeling
- Familiarity with topics and principles related to smart growth, regional planning, sustainable development, and social equity.
- Experience with SQL, Python, and Microsoft Office and in particular MS Access and Excel.
- Basic familiarity with design software such as SketchUp, Adobe Photoshop, Illustrator, InDesign.
- Experience working with diverse data sets from federal, state, and local agencies.
- Demonstrated innovative, strategic and analytical capabilities, self-motivation and goal-oriented approach.

SUPPLEMENTAL INFORMATION:**Compensation**

\$17 - \$23, depending on qualifications. This is a paid, part-time (15 – 30 hours per week) internship with flexibility. To qualify as an intern, individuals must be enrolled in a course of study, provide written verification of their status, and agree to a scheduled end date upon hire.

How to Apply

The position is for the fall of 2017, beginning in September, and continuing through December. Applications will be reviewed on a rolling basis starting August 25, 2017.

Apply online at the link shown above. Please attach a cover letter, résumé, and portfolio that includes a writing sample and GIS project example. Those who are interviewed will be asked to submit three (3) references. A review of applications will begin immediately. The position is open until filled. Only candidates currently enrolled in an academic program will be considered for this position. Candidates must have legal authorization to work in the USA.

MAPC is an EOE/AA employer. MAPC takes pride in the diversity of its workforce and encourages all qualified persons to apply.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.mapc.org>

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Position #DA-MAR17-GISIN
PLANNING AND GIS INTERN
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