

GIS TRANSPORTATION INTERN
Northeast Georgia Regional Commission, negrc.org
(Announcement)
July 2021

Position Summary

The Northeast Georgia Regional Commission (NEGRC) is seeking a qualified **GIS (Geographic Information System) Transportation Intern** within its Planning & Government Services (PGS) Division. The GIS Transportation Intern will assist PGS staff with GIS work related to transportation infrastructure and bicycle/pedestrian planning efforts in the Northeast Georgia Region. Responsibilities will include data validation, capture, and creation, as well as the development of maps and graphics. This position will primarily involve in-office work, with flexible scheduling to accommodate academic schedules as appropriate.

The ideal candidate will have experience and a working knowledge in GIS technology including, but not limited to: spatial data analysis and maintenance, design, and cartography. Experience in Esri products is a must, with ArcGIS Pro experience preferred.

The NEGRC provides services to 12 counties and 54 cities in Northeast Georgia through its offices located in Athens, GA. This position reports to the NEGRC's GIS Planner. For more information on the NEGRC's PGS Division, visit <https://negrc.org/planning-government-services>.

Examples of Duties

- ▶ Perform GIS data capture, review, and formatting to meet the standards of the Georgia Department of Transportation (GDOT), the US Census Bureau, and other state or federal entities.
- ▶ Support the Division's work in preparing maps for grant applications, reports, and special studies.
- ▶ Assist PGS staff with preparing and presenting information in both informal and formal settings and with meeting facilitation, when required.
- ▶ Support the Division's work on a variety of planning efforts including the following types of plans: comprehensive, bicycle/pedestrian, urban redevelopment, housing, and special plans.
- ▶ Participate in project development meetings to assist with concept planning and design of potential projects.

Desirable Knowledge, Skills, & Abilities

Knowledge of:

- ▶ Theories, concepts, and principles of cartography, geographic information systems, GIS data management, and research methods
- ▶ GIS applications (specifically, Esri desktop and cloud-based) pertaining to planning and community development initiatives
- ▶ Parcel data, including tax assessor data (qpublic)

Skill In:

- ▶ Spatial data analysis and maintenance, cartography, and demographic analysis
- ▶ Esri products, preferably ArcGIS Pro
- ▶ Advanced computer applications
- ▶ Research and analytics
- ▶ Written and oral communication
- ▶ Organization and time-management
- ▶ Ability to work on multiple projects simultaneously with competing deadlines
- ▶ Ability to work independently and on project teams

Ability to:

- ▶ Coordinate with state and federal agency partners such as GDOT, the Georgia Department of Community Affairs (DCA), and the US Census Bureau in meeting their respective programmatic requirements.
- ▶ Work in close coordination with the NEGRC's PGS staff in performing tasks associated with individual projects.

Minimum Qualifications: Training & Experience Requirements

Undergraduate degree from an accredited college or university with GIS experience.

The ideal candidate will be a student currently enrolled in a planning, geography, or similar graduate program that has already completed GIS coursework and has an interest in transportation and/or bike/ped planning.

Compensation & Duration of Internship

\$15/hr, 15-20 hrs/week

Initial internship will begin August, 2021 and end December 31, 2021, with the potential for continuation of the position depending on intern performance and funding.

To Apply

Submit a resume and cover letter to:

Joyce Okoth, PGS Program Assistant, pgsassist@negrc.org OR

NEGRC, Attn: Joyce Okoth, 305 Research Drive, Athens, GA 30605-2795.

No telephone inquiries accepted. Position open until filled. The NEGRC is an Affirmative Action/Equal Opportunity Employer.