GIS Internship Position

Position Description:
PLAN*et Communities, a 10-year old boutique-style planning, policy, and design firm (www.plan-et.us) is hiring! If you are self-motivated and skilled in GIS (knowledgeable in Adobe products and graphic skills are a plus) and interested in parks and recreation, community/general, health, and redevelopment planning, we would love to talk to you! Our interns are treated as valuable staff and are exposed to all aspects of planning and work directly with the community and clients. There is potential for full time employment when you graduate, and (should you desire) increased hours during school vacations. We are located on the light rail but many of our clients are not, so an ability to travel around the region independently is a plus.

Candidates must be currently enrolled in or have graduated within the last two-years from a graduate program in Geography, Geographic Information Systems, Computer Science, Planning, or another directly related field. Candidates currently in graduate school are preferred.

The following duties are NOT intended to serve as a comprehensive list of all duties to be performed, instead the list below offers a representative summary of the primary duties and responsibilities. You may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Necessary Knowledge, Skills and Abilities:
- Skilled in ArcGIS 10 ESRI software
- GIS database management
- Data collection, editing, and analysis
- GIS and Story Map creation
- Georeferencing
- Web GIS application development and maintenance
- Competency with Microsoft Office Suite
- Motivated self-starter able to work independently or with a team
- Ability to multi-task and work on many different projects simultaneously
- Excellent time management skills

Position Details:
- **Location:** 4200 N. Central Avenue, Phoenix, AZ 85012
- **Hours:** 10 – 20 hours/week, flexible schedule
- **Payment:** DOE
- **Start Date:** Mid-May

If you are interested, please submit a resume and cover letter to Christiane Quintans at christiane@plan-et.us. Resumes will be accepted on a rolling basis until **Friday, April 3 at 5 PM.**