

**Job Title:** Geographic Information Systems (GIS) Intern

**Closing Date:** Position will remain open until filled

**Salary:** \$16 – \$20 / hr (DOQ)

**Position Type:** Part-Time / Temporary

**Location:** Omaha, NE

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The **Metropolitan Area Planning Agency (MAPA)** seeks resumes from qualified individuals who are inspired by the potential of the Omaha/Council Bluffs metro and surrounding area. **Want to be part of a team to help shape our region's future?** Consider joining us as a GIS Intern. The position offers students attending an accredited college/university with an **opportunity to function in a public sector environment assisting the GIS Coordinator.** The Intern will **gain experience in various aspects of GIS** that support daily operations for the agency.

This position is expected to work **approximately twenty hours per week. Class schedules will be accommodated.** Full time hours are available during academic breaks and summers upon request. MAPA reserves the right to hire at an appropriate level. Resumes and applications will be accepted until the position is filled.

### **Learning Objectives:**

We will adjust the duties of this role to meet the needs, skills and learning objectives of the individual selected for this position, but the GIS intern can expect to learn about the following during their time at MAPA:

- Apply GIS skills in a professional work environment.
- Develop research and communication skills.
- Practical GIS tasks.
- Preparing spatial data for advanced analysis.
- Common planning work products and the planning profession.
- Government structures and local partners.

### **Responsibilities Include:**

- Perform professional level work in the GIS Field.
- Assist with research and analysis, perform queries, reports and analyze spatial data.
- Prepare studies and reports.
- Develop and update various maps for exhibits, reports and meetings at different scales and layouts through the use of GIS/ desktop software (ArcGIS).
- Work with staff on the development and maintenance of GIS data.
- May prepare and deliver presentations, attend various meetings.
- May assist with planning and coordinating GIS projects.



- Support the agency's policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.
- May perform other related duties as required and assigned.

### Qualifications:

- Currently enrolled in an undergraduate or graduate program in a college or university with GIS coursework in Geography, Planning, Environmental Science, Engineering, or other data oriented degree programs.
- Knowledge in:
  - ArcGIS software and the ability to edit and interpret GIS data.
  - Research and analysis methods and techniques.
  - File and record management.
- Highly organized individual who takes pride and ownership of work.
- High attention to detail.
- Ability to work well as a team member in an extremely collaborative environment
- Willingness to learn and openness to try new things.
- Ability to establish and maintain effective working relationships with elected and appointed officials, public and private agency employees, groups interested in planning, diverse populations, and the general public, as well as fellow employees.

### About MAPA:

MAPA is the Council of Governments serving a six-county region (Cass, Douglas, Sarpy and Washington Counties in Nebraska and Mills and Pottawattamie Counties in Iowa). MAPA performs work related to planning, community development, and transportation and other issues of regional significance. Our purpose is to promote and preserve the quality of life for a more happy, healthy and vibrant region. As a forum for intergovernmental cooperation, we are positioned uniquely to fill in the gaps as connectors, facilitators, advisors, implementers, with a big picture vision and an everyday attention to detail. A career at MAPA is an opportunity to work in an interesting field and make a difference in the region for years to come.

For more information on MAPA see our website [www.mapacog.org](http://www.mapacog.org). MAPA is an Equal Opportunity Employer (EOE). In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

More details on MAPA can be found at: [mapacog.org](http://mapacog.org) and [heartland2050.org](http://heartland2050.org)

**If you have any questions please contact:** Christina Brownell | Director of Administration | [Cbrownell@mapacog.org](mailto:Cbrownell@mapacog.org)

