



PIEDMONT TRIAD REGIONAL COUNCIL

TITLE: Regional Planning GIS Intern

CATEGORY: Planning

EOE STATEMENT: We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

CLOSE DATE: Job posting will remain open until filled.

DESCRIPTION: Primary Duties: Assist the Planning Department primarily with inventorying stormwater and utility infrastructure for multiple planning projects important to member governments. **Additional duties:** Supporting a range of other water resource, GIS, and planning projects. In a fast-paced, creative and collaborative office environment, the intern will gain valuable insight and experience across a broad spectrum of government functions. The Regional Planning GIS Intern is expected to assist with data collection activities and analysis in the office and/or field, analyze and map data in an engaging and user-friendly manner, collect, enter, tabulate and analyze various other types of data, prepare brief memos explaining methodology and findings, assist with the preparation of new or existing reports and similar documents, conduct research as needed to assist senior staff on projects, and assist with the preparation of presentations and other community outreach activities.

POSITION REQUIREMENTS: Individuals should either be currently enrolled in, or have recently completed, an undergraduate or graduate program in urban planning, engineering, geography, environmental science, or a related field. The ideal candidate should be proficient in ESRI ArcGIS and have knowledge of environmental processes, especially as they relate to stormwater, research processes and statistical analysis and interpretation, and public administration and government jurisdiction interrelationships. The position will regularly involve fieldwork, operating a personal computer, tablet, and various software programs (MS Office, Adobe Creative Cloud, and ESRI ArcGIS), operating standard office equipment, and oral and written communications and interpersonal relations, collegial, and collaborative. Special requirements include a valid driver license and the successful candidate must pass the pre-employment drug screen and background screening process. Travel throughout multi-county region is required. Other travel may be required on occasion. Hours worked are flexible up to 24 hours per week but not to exceed 1,000 hours annually. This is a part-time, temporary position for up to two years through June 2021.

ABOUT THE ORGANIZATION: The Piedmont Triad Regional Council is the Lead Regional Organization that collaborates with the local leaders of the 12 county Piedmont Triad region to implement creative regional solutions with the mission to improve the lives of the community. The PTRC accomplishes its mission through seven programs that include the Area Agency on Aging, Criminal Justice Systems Administration, Economic Development, Community Development, Management Services, Regional Planning, and Workforce Development. The PTRC hires and retains staff that is at the top of their field.

SALARY RANGE: Salary is \$12.00 per hour. Generally 24 hours per week and not to exceed 1,000 hours annually. FICA and EAP services only.

EXEMPT/NON-EXEMPT: Non-Exempt

FULL-TIME/PART-TIME: Part-Time

LOCATION: Kernersville

For more information on job postings please visit <https://www.ptrc.org/about/job-openings-careers>