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**Job Description:** GIS Intern

**Department:** Community Planning Economic Development

Old Colony Planning is seeking a GIS Intern to assist in the mapping and data management tasks of the GIS Department. This is a paid internship.

**Typical Duties and Responsibilities**

* Data creation and development using ESRI’s ArcGIS software
* Preparing and uploading data and maps for web portal
* Assists in staff training on GIS Software
* Attends and participates in meetings with planning staff and regional organizations

**Typical Knowledge**

* Competency in various computer software programs, such as Office 365, Excel.

**Typical Skills**

* Strong written and oral communication skills
* Strong research and analytical skills
* Motivated self-starter able to work independently.
* Ability to work effectively in a Team environment.
* Flexibility and desire to work on varying projects.

**Qualifications**

This position is open to a currently enrolled undergraduate student with:

* Coursework experience using ArcGIS
* Interest in planning and local government
* Experience with Microsoft Windows and Office
* Preference for a Junior or Senior level student

Learn more at [www.oldcolonyplanning.org](http://www.oldcolonyplanning.org)

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