



## 2019 GIS Internship Opportunities

May – December 2019

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### Announcement

MetroPlan Orlando is now accepting applications for a GIS Intern. To be considered for this role, applicants must be a current student pursuing a degree in Geographic Information Systems, Urban and Regional Planning, Transportation, or a related field with advanced GIS courses completed. This internship will offer you the chance to test your skills in real-life situations, explore your career options and gain insight into an organization and career path. This position will support GIS analysis, database development and map production. This is a paid opportunity at \$13/hour.

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### Description of the Internship

The GIS Intern position will provide technical and administrative assistance in support of MetroPlan Orlando's transportation planning activities. Duties and responsibilities include, but are not limited to the following:

- Assist in the preparation of maps and statistics for technical planning studies, including but not limited to health impact assessment, complete streets corridor study, performance measurements, Metropolitan Transportation Plan, etc.;
- Assist in the collection, organization, and analysis of data required in the development of particular plans and projects;

Another aspect of the internship is learning about the function and operations of a metropolitan planning organization (MPO) working with members of the organization's management team and staff members. In addition, there will be exposure and interaction with state and local planning professionals, the policy Board (comprised mostly of elected officials), supporting Advisory Committees, and our business partners. Opportunities will be provided to meet with practitioners regarding plans, projects, the future of our region, and career opportunities.

### Minimum Qualifications

- Current student pursuing a degree in Geographic Information Systems, Urban and Regional Planning, Transportation, or a related field;
- Interest in multimodal planning;
- Excellent skills in writing, data analysis, and problem solving;
- Proficiency with Geographical Information Systems (GIS) tools as well as Microsoft Word, Excel, and PowerPoint.

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### Salary/Benefits

This will be a paid internship position at our offices in downtown Orlando. This internship will be paid at a rate of \$13.00/hour. Free parking will also be provided at our downtown location.

Interns are not entitled to benefits such as paid holidays, paid sick leave, paid vacations, paid personal days, paid insurance coverage, pension eligibility, unemployment, or other applicable benefits afforded regular MetroPlan Orlando employees. It should be further understood that this internship may be terminated by either party at any time without cause or prior notification.

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### How to Apply

If you are interested in this opportunity, please submit your cover letter, current resume, and a recent writing sample to the Director of Finance and Administration, by the close of business on Wednesday, May 1, 2019 via e-mail at [hr@metroplanorlando.org](mailto:hr@metroplanorlando.org).

MetroPlan Orlando is an equal opportunity employer, a drug-free workplace, and a tobacco-free workplace. It is the policy of MetroPlan Orlando that all applicants selected for employment must sign an Affidavit for Non-Use of Tobacco Products in order to be hired by MetroPlan Orlando. The non-use of tobacco products must have been for a period of at least six months immediately preceding application for employment; and must be maintained and continued for the duration of employment with MetroPlan Orlando.