

POSITION DESCRIPTION

Job Title: ARDC Planning/GIS Intern

Division: ARDC Planning

Reports to: Division Director

Classification: Intern

Employment period: Spring (Jan-May 2020), Summer (Jun-Aug 2020), Fall (Sep-Dec 2020)

Hours: 10-20 hours per week, flexible: Monday – Friday

About ARDC

Arrowhead Regional Development Commission (ARDC) is a regional planning agency for the seven county Arrowhead area of Minnesota with offices located in Duluth. Other programs within the ARDC umbrella include the Metropolitan Interstate Council (MIC) and the Arrowhead Area Agency on Aging (AAAA).

The Vision of ARDC is to be the “Full Service Planning Resource” for the Arrowhead Region of Minnesota. We focus on helping communities with all facets of the community planning process from comprehensive planning and zoning ordinance development to specialty planning for specific community improvements. The Division also does planning on a regional basis with the intent to improve the quality of life for all residents and the quality of experience for visitors.

ARDC Planning Team staff consists of the division director, four planners, a GIS Specialist and a planning assistant. Interns will be working in a professional setting with staff members who have been recognized in the following areas:

- Comprehensive & Strategic Planning
- Land Use/Zoning
- Economic Development
- Geographic Information Systems
- Healthy Community Planning
- Bicycle & Pedestrian Improvements
- Transportation Planning

Qualifications

Candidates must be a student enrolled at a college or university and have the ability to register for intern credits-preferably in a Planning, GIS, Geography, or related program. If the registration period is closed, candidates must sign a letter of intent to register for internship credits at the next available registration period. Candidates must also have a valid driver’s license.

Role of the Intern

Interns will work with ARDC staff on a variety of regional, land use, GIS and transportation planning projects and activities. These tasks will allow interns to apply what they have learned in the classroom to “real world” situations.

Specific tasks to be assigned include the following:

- Assist staff in providing technical assistance to local units of government and citizen groups
- Data collection and assessments – assist with data gathering (field collection) and database maintenance
- Data analysis – spatial (GIS) and statistical (Excel)
- Writing – memos, reports, plan chapters, meeting minutes
- Research – seek information in support of planning projects
- Document & map design – design/update websites, charts, graphs, maps (both print & interactive online), spreadsheets, etc.
- Presentations – updates and reports
- Attend meetings with Planning & GIS staff

- Work with the team to support all division projects

Interns will have the opportunity to shadow planners and GIS staff at a variety of meetings. This will provide an opportunity for the intern to observe how different agencies and groups interact with each other on a variety of topics and projects.

Desired Skills and Competencies

The following are skills that will help the intern successfully complete the assigned tasks:

- Good verbal communication skills
- Ability to assist with meeting and group facilitation
- High-quality writing skills
- High-quality map making / design skills
- Self-motivated to work independently and in a collaborative work setting
- Effective interpersonal skills
- Ability to interact in a professional work setting
- Good organizational skills
- Detail oriented with the ability to balance multiple projects
- Adaptable when necessary to modify work plans

Physical Demands: Interns are sometimes required to conduct field work which will require working outdoors, sometimes in less than ideal weather. They may also be asked to assist in moving equipment from ARDC offices to various meeting sites. This requires the ability to lift up to 30 pounds.

Computer Skills: Competent with the following software: Esri ArcGIS (ArcGIS Online, ArcMap 10.X Desktop, ArcGIS Pro 2.X), Microsoft Office software (Outlook, Word, Excel, and Power Point).

Learning Outcomes

Interns will have the opportunity to contribute, learn and improve in the following topic and skill areas:

- Comprehensive & strategic planning processes
- Intergovernmental project collaboration
- Transportation & land use relationships
- Meeting facilitation & coordination
- GIS map development, organization & cartographic techniques
- Public visioning engagement & consensus building
- Networking & interpersonal skills
- Government agency interaction

To apply:

Visit www.ardc.org/careers and follow the instructions.

Deadline to apply: October 20, 2019

(Please specify spring, summer, or fall internship preference in cover letter.)