



West Multnomah Soil & Water Conservation District is a state-designated special district formed to conserve, protect and develop soil and water resources. The district is governed by a seven-member elected board of directors. The District encompasses all of Multnomah County west of the Willamette River and includes all of Sauvie Island.

GIS INTERN JOB ANNOUNCEMENT

General Summary

This is a limited duration, at will, non-exempt, full-time position which serves as the GIS Intern for the West Multnomah Soil and Water Conservation District. This position exists to provide technical assistance for the District. The person filling the position would need to possess advanced or well above average knowledge/experience working with GIS. Including but not limited to:

- Compiling and converting outside data (both hard copies and from multiple sources) into a GIS readable format
- Manipulation and creation of GIS data using ArcMap 9.3
- Ability to graphically represent data that is “easy” to read and interpret

The GIS Intern must have strong field and data management skills; the ability to work independently, as there will most likely be large segments of time with little to no supervision from technical staff, and as a part of a team; and be able to communicate with project leaders and teams.

Job Duration

This job is designed to fill a need for technical field assistance and data collection. Some flexibility will be allowed for starting and ending dates to accommodate school schedules.

Essential Functions of the Job

- Understands, interprets, and uses various maps, aerial photography and soils information in assisting property owners and operators in the District.
- Conducts field survey of existing land use activities
- Assists with surveying projects and field inventories
- Communicates with federal, state, and local agency personnel involved in similar work to coordinate work and avoid duplication.
- Maintains positive, cooperative relationships with co-workers and conducts work responsibilities in a professional manner.

Other Duties and Responsibilities

- Participates in office meetings with District board members, District employees, and other agency employees to coordinate work and prioritize where technical assistance will be provided.
- Conducts outreach on natural resource issues, water quality, and conservation, at workshops, seminars, fairs, shows and conventions or assists the District Board and/or staff in these activities.
- Communicates and works directly with property owners and operators through face-to-face contact, the telephone, written correspondence, or e-mail.

- Provides a monthly report of work activities to the District Board.
- Performs other duties as assigned by the District Board.

Qualifications

- A student working toward a Bachelor's degree with the major course work in natural sciences, natural resource management, soils, water quality, agriculture sciences, or a related natural sciences discipline is preferred. Equivalent work or volunteer experience may substitute for college courses.
- Experience in collecting field data and maintaining field notes is required.
- Good oral and written communication skills are required.
- The ability to use a personal computer for information entry and retrieval, correspondence, developing data spreadsheets and graphs, mapping, and conservation practice design is required. Must be proficient with Microsoft Excel, Word, ArcView and/or ArcGIS; knowledge of Microsoft Access, PowerPoint, and Outlook is helpful.

Job Conditions

- This position works both in the field and in the office.
- The fieldwork will include working in and around such locations as farms and dairies; rivers, streams, and ponds; properties with dense vegetation or woodlands; and other areas with steep, slippery, muddy rocky, or other hazardous terrain.
- The office work may include working at a desk; using a computer; or working or standing at a table.
- This position requires travel to field sites, workshops, training sessions, plus daytime and evening meetings outside the office. Occasional overnight travel may be involved. In order to carry out these assigned duties, a valid Oregon driver's license is required. Although the District has some vehicles, occasional use of the employee's own vehicle may be necessary (available reimbursement is based on mileage).
- Some physical exertion may be required during field work such as walking, and using technical or power equipment and hand tools.

Salary Range

Unpaid internship; Expenses incurred for required job functions, including mileage, will be reimbursable.