

# Employment Opportunities

600 NE Grand Ave.  
Portland, OR 97232-2736  
503-797-1570  
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## Corridor Planning GIS Intern

<b>Department:</b>	Planning and Development – Corridor Planning
<b>Work location:</b>	Metro Regional Center – 600 NE Grand Ave., Portland, Oregon
<b>Pay:</b>	\$12.00 - \$14.00/hour, depending on educational experience
<b>Duration:</b>	October 2009 through September 6, 2010
<b>Time commitment:</b>	Minimum 20 hours per week
<b>Application deadline:</b>	October 16, 2009, 5 p.m.

### Purpose and goal of internship

The Corridor Planning GIS Intern will receive training and work experience in the field of transportation planning and GIS. The goal of the internship is to provide a learning opportunity for the intern while contributing to departmental goals. This position supports the implementation of the Region 2040 Investment Strategy through the creation of GIS products for key transportation projects, including the Portland-Milwaukie Light Rail Project and the Lake Oswego to Portland Transit Project.

### Duties and responsibilities

- Uses contemporary planning software tools (e.g. ArcGIS 9.x, Adobe Creative Suite, Microsoft Office Professional) to conduct analyses and produce maps and other display materials for a wide variety of planning and environmental documents and for public display in support of planning projects.
- Assists in the development of technical or policy-related planning documents, reports, summaries, fact sheets or correspondence and presents information as needed.
- Operates a variety of printers and large format plotting, including electronic distribution of large electronic files.

### Qualifications and education

- Completion of basic level GIS courses; proficient in use of GIS and spreadsheet software, such as ArcGIS 9.x and Excel.
- Knowledge of illustration, word-processing and page layout software programs, such as Adobe Creative Suite.
- Knowledge of technical writing techniques and computer skills for production of technical reports.
- General knowledge of local geography and resources as they relate to planning.
- Ability to present data visually for a variety of purposes.
- Ability to work independently and collaboratively.

### To apply, submit the following

1. Resume
2. Cover letter describing your education and experience as it relates to the duties of this position.
3. References – please provide two or three professional and/or academic references, including names, addresses, current daytime telephone numbers and the nature of your relationship with the reference. Written references are not required, but may be included at the applicant's option.

### Submit your application

**E-mail:** Alan Gunn  
<mailto:alan.gunn@oregonmetro.gov>

***Please include the word "Application" in the subject line of your e-mail.***

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