



In partnership with



Employment Opportunity: *GIS Technician Intern*

Position Title: GIS Technician Intern (NOHFC supported one-year contract position)

Reports to: Township of The Archipelago Manager of Corporate Services & Georgian Bay Biosphere (GBB) Conservation Program Manager.

Location: Parry Sound

Salary: \$40,040 (52 week contract position)

Purpose: The GIS Technician Intern will provide technical and administrative support in the design, population, analysis and maintenance of a variety of data sets, products and services while working alongside multiple project partners including local townships, First Nation communities and environmental organizations. Note: The Township of The Archipelago in partnership with the Georgian Bay Biosphere hosts a centralized geomatics service supporting many environmental and area stakeholder initiatives.

Duties and Responsibilities:

- Assist with development and maintenance of GIS resources to be utilized for internal and public access of geographic and environmental data.
- Assist with the data gathering and compilation of data into GIS technologies including mapping services, open data initiative, data analysis, hardcopy mapping and other GIS enabled projects.
- Conduct field work and data collection to locate/validate features.
- Perform database development and maintenance tasks.
- Record and document details of data creation and maintenance procedures
- Prepare and interpret environmental/species at risk habitat data for use in analysis/modelling (i.e. logistic regression modelling).
- Engagement and working with other staff, community groups and organizations to discuss interests in GIS projects and desired project outcomes. Coordination of regular work-progress briefings including the presentation of materials and project deliverables.
- Other duties as assigned.

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Qualifications:

Education/Eligibility:

University or college graduate who has graduated within the last three years from an accredited college or university. The candidate must be a graduate of a post-secondary degree or diploma program. The position will be a first full-time employment in the candidate's field of study.

Experience and Skills

- ESRI software
 - ArcGIS Desktop (ArcGIS Pro / ArcMap & ArcCatalog)
 - ArcGIS Online (e.g. Web AppBuilder, Story Maps, Web Maps)
- Developing, maintaining and updating databases.
- Collection & organization of data, including traditional ecological knowledge.
- Ability to operate GIS related hardware and associated peripheral devices such as GPS units, plotters, digitizers and scanners.
- Strong analytical and critical thinking skills.
- Excellent verbal communication skills (written and verbal)
- Able to adeptly and respectfully navigate relationship building between project partners and First Nation communities on the eastern coast of Georgian Bay.
- Ability to work collaboratively and/or independently.
- Valid Class 'G' Driver's license in good standing and a current driver's abstract with results satisfactory to the employer.

Working Conditions:

Work is typically performed in a standard office environment with minimal exposure to hazards. The mental effort requires a significant degree of concentration on a variety of activities and the processing and interpretation of information. Hours of work are regular at 35 hours per week. Regularly required to prioritize variable workload. Work will be split between two work offices: GBB office and Township of The Archipelago municipal office (both located within the Town of Parry Sound). Some physical effort required to perform field data collection (GPS and visual information gathering). Sustained manual dexterity is required to operate normal office equipment. Work generally has a low risk of injury. Personal Protective Equipment shall be worn when conducting field work or any work outdoors.

How to Apply:

Applications may be submitted on or before 4:00 p.m. Friday, September 3rd, 2021. Please forward your electronic resume along with cover letter to:

Township of The Archipelago

ATTN: GIS Intern

jobposting@thearchipelago.on.ca

We thank all applicants for their interest in the position. Only those candidates selected for an interview will be contacted.

This opportunity is proudly supported by:



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