



Title: Geographic Information Systems Intern – 3 credits
Supervisor: Executive Director, Saratoga P.L.A.N.
Location: Saratoga P.L.A.N. Office, 112 Spring Street, Saratoga Springs, NY 12866
Date: Ongoing - one internship per semester, including summer session
Contact: *Maria Trabka, Executive Director · (518) 587-5554x1 Maria@SaratogaPlan.org*

Description:

The GIS intern will assist with Saratoga P.L.A.N.'s GIS initiative. The GIS initiative is a multi-year effort to collect and digitize information regarding our public trails, land protection efforts, stewardship and management of preserves, and smart-growth planning throughout Saratoga County. Exact duties and responsibilities will be dependent upon the intern's skills and interests and current conservation projects at Saratoga PLAN.

Duties:

Some or all of the following based upon interests:

- Acquire and configure geospatial data for ArcView-based GIS used for land conservation: tax parcels, ownership, acreage, protected status and proximity to other protected lands, zoning, soils, topography, land use, hydrography, agricultural districts, roads, townships, etc.
- GPS all public trails and digitize findings into trail maps.
- Prepare maps and calculate information for land acquisition, land stewardship, and community planning projects.

Requirements:

- Valid driver's license and reliable transport. Willingness to travel for data collection.
- A motivated graduate or undergraduate student seeking on-the-job GIS experience.
- Commitment to the mission of Saratoga P.L.A.N.
- Professional discretion for sensitive and confidential property information.
- Proficiency with Microsoft Office suite (Word, Excel) and ArcView.
- Ideal candidate is task-oriented and highly organized.
- Ideal candidate has completed at least one GIS class, and has experience using GIS.
- Dependable and self-reliant.

The GIS is an unpaid internship position. The internship is a minimum 130 hour commitment.

To Apply: Please submit a resume and cover letter to Maria Trabka, Executive Director, Saratoga P.L.A.N., 112 Spring Street, Saratoga Springs, NY 12866, or Maria@saratogaplan.org. No phone calls please.

*Saratoga P.L.A.N. protects the exceptional quality of life in our region by working to preserve open spaces and special places for present and future generations .
See www.Saratogaplan.org for more information.*