



## Internship Announcement | GIS Internship

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**Expected Duration**

Six Months

**Department**

Science & Policy

**Location**

Washington, D.C.

**Classification**

Internship, Paid, Temporary

**Employment Terms**

At Will

**Reports to**

Director of Science & Policy

**Could this be YOU?**

We are committed to restoring, enhancing and protecting the tree canopy of the nation's capital. We're looking for a qualified individual who is passionate about urban forestry, Casey Trees' mission, motto and tree canopy goal, and wants to participate in our Science & Policy (S&P) internship program. As a GIS Intern, you'll gain practical knowledge and career development in ArcGIS (for desktop and extensions), data collection/analysis, tree survival study, map design, and training implementation. You will work collaboratively with the GIS Analyst, other experienced staff, and external key stakeholders. You'll work hard, learn a lot and have fun, too! Our six-month internship is paid and available on a rolling basis.

**Possible Work Assignments**

- Collect and ensure the accuracy of data from planting events, assist with quality control of existing data points
- Provide program support such as: event registration, data collection, survival study input, etc.
- Fulfill internal map requests in a timely fashion
- Develop new mapping styles and tools to suit individual and groups of users
- Perform analyses and run queries on large datasets as required
- Maintain data collection hardware; update device software when needed
- Develop and provide organizational GIS training platform
- Perform other duties as assigned

**Competencies**

- Communication proficiency
- Presentation skills
- Technical capacity
- Project management
- Collaboration skills
- Training capacity

**Position Type/Expected Hours of Work**

This is a temporary, paid internship with approximately 32 hours per week. The incumbent must be able and willing to work evenings, weekends, and extended hours when needed.

**Travel**

Travel is primarily local.

**Required Qualifications**

- Graduated or currently pursuing a Bachelor's degree in Geography, GIS, Computer Science, or related field
- Proficient with ArcGIS for Desktop and extensions
- Strong Microsoft Office (Word, Excel, PowerPoint, Outlook) skills
- Excellent written and verbal communication skills
- Thoughtful, organized, highly collaborative with great attention to detail
- Demonstrated success working in a team environment; both internally and externally
- Can manage multiple activities simultaneously; establish, track, and meet deadlines, often under pressure

**Preferred Qualifications**

- Knowledge of ArcGIS Enterprise and Online platform
- Programming experience in Python and SQL

**What you will need to apply**

Please enter **GIS Internship** in the subject line of your message and email the following items to the Human Resources Generalist at [jobs@caseytrees.org](mailto:jobs@caseytrees.org):

- Résumé (if applicable)
- Available start date
- Salary requirements
- Contact information for three references

**No telephone calls, please.** Final candidates will be subject to a background check at time of conditional offer.

**Equal Employment Opportunity Policy**

Casey Trees is proud to be an Equal Opportunity Employer.

**Who We Are**

Casey Trees is a Washington D.C.-based nonprofit, established in 2002, committed to restoring, enhancing and protecting the tree canopy of the nation's capital. To fulfill this mission, we plant trees, engage thousands of volunteers in tree planting and care, provide year-round education courses, monitor the city's tree canopy, develop interactive online tree tools and work with elected officials, developers, and community groups to protect and care for existing trees and to encourage the addition of new ones.