

Department of Administration

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Eric S. Pennington
Business Administrator

Position Description: GIS Analyst/Graduate Intern

The **GIS Analyst/Graduate Intern (paid)** will work closely with the Chief Sustainability Officer, GIS Planner and Environmental Commission to produce data that the City will use to identify and mitigate environmental injustice concerns. The GIS Analyst/Graduate Intern will be responsible for assisting in the development of an Environmental Resource Inventory (ERI), translating and interpreting technical content for various audiences. The ERI will include data on built, natural, environmental, health and demographic features that occur within Newark's boundaries. The ERI will also seek to make visible to the public geospatial information about environmental features, both positive and negative, as juxtaposed to demographic and health data, in order to develop a better understanding of the relationships among environment, land use, public health, and neighborhood quality of life.

Roles & Responsibilities:

- Analyzing spatial data with mapping software.
- Producing maps showing the spatial distribution of various kinds of data, including environmental, public health and demographic information.
- Converting physical maps into a digital form for computer usage.
- Performing data cleaning to convert data into its desired form.
- Discovering patterns and trends through spatial mapping of data.
- Compiling reports, publications and relevant literature to help interpret geospatial data findings, as needed.
- Produce reports on geographic data utilizing data visualizations.
- Managing a digital library of geographic maps in various file types.

Minimum Qualifications:

- Degree in Geography, Cartography, Computer Science, Surveying, Environmental Science or related field.
- Experience with mapping tools such as ESRI ArcGIS, QGIS and Carto.
- Outstanding quantitative skill set and analytical mindset.
- Attention to detail and good problem-solving skills.
- Excellent written and verbal communication.
- Deep commitment to environmental justice and a passion for advancing social equity through environmental stewardship, public health, and sustainable urban development.
- Strong project management skills, including but not limited to ability to prioritize, multi-task, and delegate as appropriate.
- Good interpersonal skills. Must have capacity to work as a team member as well as ability to work independently.

This is a short-term, part-time opportunity made possible with the generous support of grant funding from the Victoria Foundation.

The project will take an estimated 100-120 hours to complete (flexible hours and location). We encourage applicants to consider their availability for approximately 10-20 hours/week from August to October 2020 with the aim of having maps and an accompanying narrative report ready for public dissemination in early November 2020.

Hourly rate of \$22-26/hour, depending on experience. Newark residents are highly encouraged to apply.

To apply submit a cover letter, resume and writing sample to Nathan Erwin via email at: erwinn@ci.newark.nj.us with the subject line "Office of Sustainability GIS Analysis Graduate Intern Application". No calls, please.

Organizational Background

The [Newark Office of Sustainability](#) works with city agencies, partner organizations and community members to make Newark cleaner, greener, healthier, and more prepared and more engaged.

The [Newark Office of Planning & Zoning](#) works to ensure a fair, open and efficient process for updating our City's built environment. We advise developers and homeowners alike on how they can help to build a Newark that will benefit all Newarkers.

The [Newark Environmental Commission](#) is made up of Newark residents who serve in a volunteer capacity. The Commission is charged with advising the Mayor and the Municipal Council on issues of the environment and sustainability.