GIS Intern Job Description
Flint Hills Regional Council

Position Title: GIS Project Assistant (Non-Exempt, Hourly)

Dates of Position: Ongoing, flexible, 2 - 12 Months

Time Commitment: 10 - 20 hours per week

Supervisor: Jeff Adams, Regional Planner

Position Description: The GIS Project Assistant will assist the FHRC Regional Planner in coordinating and implementing the data gathering and information portion of the Fair Housing and Equity Analysis/Regional Assessment of Impediments project for the Flint Hills Frontiers Project.

• Protected Class Scope – includes all protected classes.

• Background – includes consideration of disparities in housing need by protected class.

• Segregation Integration – includes consideration of how land use and infrastructure investments have contributed/been a barrier or impediment.

• Racially/Ethnically Concentrated Areas of Poverty (RCAP and ECAP) – includes consideration of how land use and zoning have contributed/been a barrier or impediment.

• Disparities in Access to Opportunities – includes consideration of how land use and zoning have contributed/been a barrier or impediment affecting Fair Housing Choice.

• Major Public Investments – includes considerations of physical infrastructure (housing-employment-transportation linkage) and how provisions of municipal/non-profit services have contributed/been a barrier or impediment.

• Identification of Barriers or impediments to Fair Housing Choice not identified above – Fair Housing Strategies and Action Plan; and conclusions.

• A review of prior and current activities that promote fair housing - including an assessment of agencies current assessments of impediments and fair housing programs in the area.

• An examination of private market issues - that relate to the sale or rental of housing, the provision of brokerage services, mortgage lending, insurance sales and underwriting, property appraisal and property management.

• Review and map housing choice, identifying and projecting area needs in affordable housing.

• Utilize a Housing Task Force – made of members of the built environment, transportation, workforce and business development work teams to develop a housing needs assessment, and discuss other information needs for the FHEA/RAI. Findings that are developed will be used to engage regional stakeholders on implications for future development.
Qualifications:
- College GIS student or college graduate with emphasis in planning or public relations.
- A self-starter with excellent communication and writing skills.
- Must enjoy working in a fast-paced team environment.
- Good research and problem-solving skills.
- Three years or more experience with GIS, ESRI or other applicable software.
- Strong computer skills, including knowledge of Excel, Word, and PowerPoint, with ability to learn other internal database programs.
- Familiarity and proficiency with graphic, web-graphic/publishing and social media platforms.
- Maintain professionalism, candor and a sense of humor under pressure.

Benefits and Incentives:
- Participate as member of a team of professional and dedicated employees and volunteers working for a high-profile regional planning organization.
- On-the-job training and experience working on an actual project that will benefit regional communities.
- Develop skills vitally important in today’s fast-paced work environment including analytical skills, team-based interaction, goal setting and strategic planning, the ability to work under pressure, listening and organizational skills, among others.
- One-on-one coaching and mentoring sessions.
- Establish new contacts in the GIS, planning and housing industry, as well as, the government and nonprofit sectors.

For more information regarding the GIS Project Assistant Internship, or to submit a resume, email all correspondence to employment@flinthillsregion.org.

The Flint Hills Regional Council (FHRC) is a voluntary service association of local Kansas governments from Chase, Clay, Dickinson, Geary, Lyon, Morris, Riley, Pottawatomie and Wabaunsee counties and their respective municipalities and unincorporated areas. These local Flint Hills governments have formed the Flint Hills Regional Council to provide service of mutual benefit to the region best gained from cooperation and partnership.

Through open communications, excellent data resources and professional expertise of the highest standards, the Flint Hills Regional Council provides leadership support and technical assistance across all government and civic sectors of these counties and beyond.

The Flint Hills Regional Council achieves success through equitable, cost-efficient sharing of resources, and, through mutual efforts, brings new resources and added value for the benefit of the region as a whole. The Flint Hills Regional Council’s projects and services can be found at flinthillsregion.org.