



GIS Assistant

2 Summer Positions

(May 31 to August 13, 2010)

The GIS Assistant will be provided with a work experience that develops professional, technical and analytical skills relevant to future employment in the application of geographic information technology. Strong computer skills will be required for the use of software used in information management (e.g., Arc View, Excel, Word, Access). The assistant may research, create, edit and maintain spatial and related attribute data; maintain records of data-creation methods; analyze data; generate maps and tables; and prepare summary reports as required. GPS equipment will be used in the field to provide positioning information. The assistant may perform quality control checks to confirm and improve the accuracy of stored data. Most of the work will be done in the field at Conservation Areas in the Quinte Conservation watershed.

JOB SUMMARY

Quinte Conservation is seeking 2 individuals to:

- GPS Conservation Area Trails
- Create GIS maps of Conservation Area trails
- Design a marking system for Conservation Area trails
- Mark the trails
- Create a checklist/inventory for each Conservation Area:
 - Natural features
 - Facilities
 - Tree/shrub identification
- Assist in writing new descriptions of Conservation Areas for brochures/websites
- Take photos of the Conservation Areas
- Habitat monitoring
- Assist with other projects

QUALIFICATIONS

- You must be 15 to 24 (up to 29 for persons with a disability), an Ontario resident, and eligible to work in Canada.
- Currently enrolled in a post-secondary institution in a GIS related program
- Knowledge of principles and practices of GIS, databases and mapping
- Strong problem-solving skills and decision-making ability
- Ability to work with limited direction
- Excellent organizational skills to set priorities, monitor progress and react to changing circumstances and to assist in problem solving
- Interpersonal skills and experience required to work with a range of client groups from the public to government organizations and the ability to work as a team member and to work independently when required
- Awareness of water safety
- Ability to occasionally lift heavy objects
- Endurance required to stand, sit or walk for long periods of time
- Familiarity with Microsoft Word, Excel and Access
- Experience working in inclement conditions (heat, rain, biting insects)
- Valid Ontario driver's license

JOB DETAILS

This is an 11 week summer position (May 31 to August 13, 2010). \$12.41 per hour, 35 hours per week.

HOW TO APPLY

Send resume and cover letter marked "GIS Assistant" by May 10th, 2010 at 4:00 pm local time to:

Jennifer May-Anderson
Communications and Marketing Assistant
Quinte Conservation
2061 Old Highway 2, RR 2
Belleville, ON K8N 4Z2
Email: summerjobs@quinteconservation.ca

