

Seasonal Intern/Field Assistant

This is a temporary/seasonal position with the Upper Valley Lake Sunapee Lake Sunapee Regional Planning Commission. We are looking for a highly motivated individual that is willing to learn and interested in community planning, GIS, transportation, and/or environmental issues. Position is 30-40 hours per week with hourly wages paid in bi-weekly pay-periods. Position starting at \$15/hour commensurate with skills and experience. Flexible start date in May/June to flexible end date in August/September.

Description: This position involves providing assistance to planning and GIS staff with a variety of data collection and project support. The position will consist of both office and field-based work (should COVID-19 restrictions remain in place, proper protocols to protect all staff will remain in place, including some work from home tasks). Necessary training will be provided.

Duties and responsibilities include:

- Assistance with traffic data collection
- Assistance with collection and analysis of environmental and road infrastructure data
- Data entry and processing
- Researching and analysis of population and demographic data
- Assistance with planning projects and support to municipalities

Skills/Requirements:

- Must have valid driver's license with clean driving record.
- Ability to lift 50lbs safely.
- Desire to work outside throughout summer weather.
- Familiarity with technology such as iPads and Microsoft Office tools.
- Demonstrated ability to work independently and on teams.
- Demonstrated ability to effectively communicate and meet deadlines.
- Interest or work experience in community planning, GIS, transportation, and/or environmental work.
- Special consideration to candidates with knowledge of GIS software.

Applications: Resume, cover letter, and 2 references can be sent to the contact below by March 15, 2021 or until position is filled.

Contact:

Attn: Executive Director
Upper Valley Lake Sunapee Regional Planning Commission
10 Water Street, Suite 225
Lebanon, NH 03766-1704
Telephone 603.448.1680
info@uvlsrc.org

The Upper Valley Lake Sunapee Regional Planning Commission is an Equal Opportunity Employer.