Employment Opportunity: Planning Data Information Internship

The Cambridge Community Development Department is seeking a part time Planning Information Analysis Intern. The intern should have experience collecting, compiling, analyzing and visualizing various types of information for technical and nontechnical audiences. Familiarity with the data resources found on the web sites of Federal and state statistical agencies is helpful. The work will require the intern to determine which tools to use to both analyze and to present the data to the appropriate audience.

Software tools with which the intern should be familiar include Microsoft Office programs (Excel, Access, Powerpoint, and Word) as well as ArcGIS. We are open to other using tools as well.

The person hired will work on updating our existing public data products, finding and prepping data for our web site, and completing other analysis as needed.

JOB REQUIREMENTS: Minimum qualifications for the position include the following:

- Ability to work independently;
- Ability to research data related topics;
- Experience using Microsoft Office programs – Access, Excel, Outlook and Word;
- Ability to build and modify Microsoft Access databases ;
- Experience with GIS, preferably ArcGIS;
- Excellent visual presentation skills;
- Excellent oral and written communication skills; and
- Education or experience in planning or related field desirable.

Hours: 15 hours per week, to be arranged. Hours must fall during regular City of Cambridge working hours. CDD offices open at 8:30 A. M. Monday through Friday. They close at 8:00 P. M. on Monday, 5:00 P. M. on Tuesday through Thursday, and Noon on Friday.

Duration: Through June 2014, with initial 3 and 6 month evaluations and a 6 month probationary period. Employment period may be extended, depending on future funding and abilities.

Salary: $14.51/hour, depending on experience. No benefits offered.

Applications: Please send resume and cover letter by to:

Tracey Joyce
Cambridge Community Development Department
344 Broadway
Cambridge, MA. 02139

Resumes can be emailed to tjoyce@cambridgema.gov or FAXed to 617/349-4669.

Work samples might be requested at the time of an interview.

Application Deadline: Until position filled.

The City of Cambridge is an equal opportunity affirmative action employer. Voluntary information as to minority status, gender and income welcomed. Cambridge residents are encouraged to apply.