

## JOB DESCRIPTION

### Riverside Park Conservancy GIS Intern

Riverside Park Conservancy is seeking a GIS Intern.

Riverside Park and the adjacent Riverside Park South, West Harlem Piers Park, and Fort Washington Park contain numerous entrance gardens, woodlands, scenic promenades, ballfields, cafes, and access to six miles of Hudson River waterfront. Riverside Park, one of New York City's premier waterfront parks, is a Scenic Landmark originally designed by Frederick Law Olmsted.

The Riverside Park Conservancy works in partnership with the City of New York to help restore and maintain the park by providing field staff, equipment, and supplies; and funding capital improvements. Since its founding Riverside Park Conservancy has administered one of New York City's largest Park volunteer programs. The Operations program intern position offers an opportunity to gain practical experience with data management and reporting on program statistics.

We are seeking a paid GIS intern to accomplish field and desktop work. We need someone to collect information on park features as well as help with data management and mapping.

#### Essential Duties & Responsibilities:

- Reporting to the VP for Park Operations, help establish a GIS database of restoration and horticulture projects in Riverside Park working closely with Volunteer Program and Field operations staff.
- Desktop review, audit, and organization of existing data relating to horticultural care, elm tree inoculations, benches, and operations of the park.
- Assist Program Managers with ongoing needs including day-to-day office tasks.
- In-field data collection to map park features.

#### Additional Qualifications:

- We seek a highly organized individual able to work independently as well as collaboratively with excellent problem solving skills.
- Good working knowledge of ESRI GIS software. Coursework in GIS.
- Excellent working knowledge of excel and Familiarity with database management is preferred

Please send cover letter and resume to:

Lynda@riversideparknyc.org

Subject: **RPC Internship**

We are an Equal Opportunity Employer