DOWNTOWN AUSTIN ALLIANCE SUMMER INTERNSHIP JOB POSTING

The Downtown Austin Alliance is a nonprofit organization dedicated to increasing the value and vitality of downtown Austin. We work with property owners, residents, business owners, community organizations and government entities to advance our collective vision for the future of downtown Austin. As a leader and full-time advocate for downtown, the Downtown Alliance takes an active role in planning decisions that will increase the area's economic prosperity. We also partner with key stakeholders in the public and private sectors on dozens of projects to enhance downtown's appeal to businesses, residents and visitors. Additionally, we provide direct services that make downtown a cleaner, safer and more welcoming place. The Downtown Alliance's volunteer board, advisory board and committees join our organization's full-time staff in its daily work to preserve and enhance the value and vitality of downtown Austin.

Project Description
The Downtown Austin Alliance is seeking a summer intern with knowledge in GIS, planning and urban design to assist with and prepare a series of maps and illustrations regarding downtown Austin, including the creation and management of supporting databases. The project involves the following:

- Gathering GIS data and information from various sources (including, but not limited to the City of Austin) in order to establish an update in-house GIS data library for the Downtown Austin Alliance.
- Organization and management of GIS data in an efficient and effective system for continued and future use by Downtown Austin Alliance staff.
- Use gathered mapping data to create and design a series of maps and graphics in ArcGIS that help illustrate a number of planning and urban conditions of downtown and its districts and neighborhoods.
- It may be necessary to complete spatial analysis of gathered data to convey some concepts.
- Maps shall be designed to a quality and style that builds on the Downtown Austin Alliance brand and provides a visually compelling and clear message(s).
- Data and maps shall be structured in a way that provides sufficient flexibility for use on future projects.
- Maps and data shall be prepared and organized in a way that syncs with ArcGIS Online, Adobe Creative Suite and other possible mapping and visualizing software.
- In addition to ArcGIS, use and knowledge of other visualization software, such as Adobe Creative Suite, AutoCAD and SketchUp, may be necessary to prepare final graphics.
- Staff will work with the intern to help develop the methodology and outcomes allowing them to be owners of the project utilizing their GIS and critical thinking skills.

Desired Qualifications:
- Must be a Senior or Graduate Student with extensive knowledge and background in ArcGIS.
- Excellent organizational skills and attention to detail
- Strong research, writing, communication and editing abilities
- Proficient in Microsoft Excel
- Proficient with GIS
- Experience in creating/building a project database
- Knowledge of issues and practices pertaining to urban planning, design, and sustainability (preferred)
- Additional skills such Adobe Creative Suite, AutoCAD and Sketch Up, etc. a plus.

Details:
- Hourly Wage: $10.00
- 20 Hours per week
- Flexible work schedule as approved by supervisor
- Part-time/Non work-study
- Reports to Planning and Urban Design Manager

Position Dates: Summer 2018 (exact dates TBD but ideally by the end of May 2018 to end of August 2018)

Interested applicants should submit a letter of interest, CV/resume, contact information for two references, and relevant work samples. Please send all materials electronically in PDF format (5-page max) to jobs@downtownaustin.com.