

## Virginia Economic Development Partnership GIS Internship

The Geographic Information Systems (GIS) division at the Virginia Economic Development Partnership (VEDP) in Richmond, Virginia is pleased to announce a paid internship opportunity for the summer, 2011. The GIS division works to support the mission of VEDP: *"To enhance the quality of life and raise the standard of living for all Virginians, in collaboration with Virginia communities, through aggressive business recruitment, expansion assistance, and trade development, thereby expanding the tax base and creating higher-income employment opportunities."* To assist in fulfilling this mission, we focus on cartographic products for business prospect project support, custom application development, as well as data creation and analysis.

**Summary:** This internship will provide a valuable experience to a student or recent graduate who is seeking a career in GIS. The successful candidate will receive hands-on experience with the suite of Esri software products, namely ArcGIS Desktop 10, desktop extensions and ArcSDE. The successful candidate will work on a wide variety of GIS projects. Past internship projects have included digitizing and editing, creating metadata, researching and creating datasets by geocoding addresses, cartographic work to update standard maps used throughout the agency, and georeferencing image files to update datasets. The successful candidate may also conduct research and work directly with business development managers to assist with project support. The GIS intern will be invited to participate as a VEDP staff member attending departmental meetings, user group sessions, and social gatherings. Hours are flexible to accommodate class schedule(s) or other commitments.

**Qualifications:** Qualified candidates should be recent graduates or students enrolled in graduate school seeking on-the-job experience in GIS. Ideal candidates will have experience using GIS and working knowledge of Esri's ArcGIS product family. VEDP uses Microsoft Office 2010 software on the Windows 7 operating system. Experience using Word, Excel, and Outlook is expected. Experience with Microsoft Access is preferred. Applicants should be task-oriented, highly organized and possess a strong interest in GIS. The qualified applicant will be a self-motivated, conscientious individual who can work independently with minimal supervision, as well as communicate closely with staff.

**Benefits:** The successful candidate will enjoy the benefits of working in downtown Richmond with a team of GIS professionals who foster growth toward a career in GIS. Course credit is offered with participating schools. You can read more about VEDP and the GIS division on the web at: <http://www.yesvirginia.org> and <http://gis.vedp.org>.

**Term:** This position is for 15-20 hours (paid) during the summer of 2011 (May – August).

**Application:** Please send your resume and a cover letter by April 29<sup>th</sup>, 2011 to: Mary Davis, Virginia Economic Development Partnership, 901 East Byrd Street 18<sup>th</sup> Floor West, P.O. Box 798, Richmond, Virginia 23218-0798 or email to [MaDavis@yesvirginia.org](mailto:MaDavis@yesvirginia.org).