

# OHIO VALLEY REGIONAL DEVELOPMENT COMMISSION JOB DESCRIPTION



<b>Job Title:</b>	Research/Planning Intern
<b>Job Classification:</b>	Program Specialist I
<b>Compensation:</b>	PAID - Rate Negotiable
<b>Job Length:</b>	12 week internship, 20-30 hours weekly
<b>FLSA Status:</b>	Non-exempt or not applicable
<b>Location:</b>	73 Progress Drive, Waverly, Ohio 45690-1196, except when performing essential job duties at meetings and functions elsewhere
<b>Date:</b>	
<b>Revised:</b>	March 21, 2016
<b>Incumbent:</b>	Vacant
<b>Reports to:</b>	Planning/Development Director

## **Job Summary:**

Under the direction of the Planning/Development Director, the Research/Planning Intern is primarily responsible for assisting with OVRDC's Geographic Information System (GIS) mapping; assisting in the maintenance of OVRDC data and web mapping, as well as disseminating census data, providing research support, including statistics, tables and graphics for OVRDC members and staff and major reports and plans of OVRDC. Duties will also include field research and data collection, involving but not limited to sidewalk and infrastructure data collection; preparation of maps, reports, correspondence and presentations; and participation in public participation activities. The intern may be assigned an independent project for the duration of their term that aligns with goals of the agency and the interns academic program.

## Research/Planning Specialist Job Description

### Page 2

#### **Qualifications, Skills, and Abilities:**

Demonstrate written expression and comprehension, oral expression and comprehension, inductive and deductive reasoning ability. Experience in using personal computers, standard word processing, spreadsheet programs. Experience or willingness to learn ESRI ArcMap software, web design and programming. Ability to conduct field research and collect and compile survey information.

#### **Credentials and Experience:**

Applicants must be a full-time enrolled student at an accredited college, possess a valid driver's license, and have completed at least one year of related curriculum at an accredited institution. Programs may include Engineering, Geographic Information Systems, Political Science, Visual Design and Interactive Media, Computer Aided Drafting, among other programs.

#### **Special Requirements:**

Motivated self-starter able to work independently and also able to work effectively in a team environment. Ability to work well with others and undertake joint projects; willing to participate in special training programs, conferences, workshops, and classes as required; willing to wear clean, neat, business-like and business casual-like attire; willing to work outside regular office hours as needed; willing to travel utilizing own vehicle.

#### **Application Process:**

Submit cover letter and resume to Research/Planning Intern, Ohio Valley Regional Development Commission, 73 Progress Drive, Waverly, Ohio 45690-1196, or email to [kreynolds@ovrdc.org](mailto:kreynolds@ovrdc.org). All applications must be received by **4:00 p.m. Friday, April 15.**

Please direct any questions to Kim Reynolds, Planning/Development Director, [kreynolds@ovrdc.org](mailto:kreynolds@ovrdc.org) or Nick Kroncke, Research/Planning Specialist, [nkroncke@ovrdc.org](mailto:nkroncke@ovrdc.org)