



Catalyst for Regional Progress

**PVPC**

Timothy W. Brennan, Executive Director

## **Regional Information & Policy Center Data and GIS Intern Position Description Winter/Spring 2019**

### About PVPC

The Pioneer Valley Planning Commission (PVPC) is the designated regional planning body for the Pioneer Valley region. Its focus is both local – for the good of individual communities – and regional – for the good of the area overall. We are a public agency with a primary responsibility for increasing communication, cooperation, and coordination among all levels of government as well as the private business and civic sectors in order to benefit the region at large and improve its residents’ quality of life. Learn more about what we do at [www.pvpc.org](http://www.pvpc.org).

### About the Regional Information & Policy Center

The Information and Policy Center collects and analyzes data for all planning sections of the PVPC, with the biggest emphasis tending to focus on economic development and sustainable land use planning projects. This section also provides data and technical assistance to the 43 cities and towns in the Pioneer Valley region and periodically works on client based projects for these municipalities as well as non-profit and private organizations with projects ranging from surveys, economic impact analyses, assistance with census data, and collaborative data sharing initiatives.

### Intern Roles and Responsibilities

The tasks of a data and policy intern will vary depending on the skills and experience of the person hired and the current workload of the department. They are likely to include many of the following:

- Participate in the collection of data for technical assistance and data requests by municipal officials and local non-profit organizations.
- Collect data to assist in updating Pioneer Valley Data, PVPC’s new data website.
- Assist in GIS data development, GIS data analysis, and basic cartography.
- Collect data and assist in analytical writing and formatting in preparation for the region’s Comprehensive Economic Development Strategy (CEDS), an annual report to the U.S. Economic Development Administration.
- Collect, analyze, and write about data about regional economic development indicators for an annual update of the State of the Pioneer Valley website.
- Support outreach and organizing efforts for the 2020 Decennial Census in partnership with the Complete Count Committee.
- Support, as needed, the Regional Information and Policy Center staff with additional tasks and projects as they arise.

### Learning Opportunities

- Gain knowledge and experience with an extensive variety online data sources including many federal and state government databases.
- Write and learn to present data in a way that is accessible for a variety of audiences.
- Extract, analyze, and present a range of data sets with different challenges and methods.



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- Contributions to the development of publications and online material.
- Learn firsthand about the functions of a regional planning agency and its roles and interactions with local government.

## Qualifications

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- Strong analytical capabilities.
- Experience using Excel and GIS.
- Strong skills in technical writing and the ability to write about data and trends in a clear and concise manner.
- Creativity in presenting information and strong communication skills.
- Experience gathering data from government websites (census, employment, housing, etc.).
- Experience with Microsoft Access, Tableau, PowerPoint, or Drupal is preferred but not required.
- Must be a currently enrolled graduate or undergraduate student.

## Supervision

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This position is supervised by Allison Curtis, Manager and Analyst, and Jacob Dolinger Senior Planner/GIS Specialist, both within the Regional Information and Policy Center.

## Term and Compensation

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Position is part-time position with some flexibility in the number of hours per week ranging from 8-15 depending on availability and workload.

The position is paid and compensation will be based on experience and available funding.

Position is for the months of late January – May 2019 with the possibility of beginning work as early as December 2018.

There are no benefits associated with this position.

**To apply, please submit cover letter and resume by target date of Monday, November 26, 2018 to:**

**Allison Curtis**

**[acurtis@pvpc.org](mailto:acurtis@pvpc.org) or**

**60 Congress St, Floor 1**

**Springfield, MA 01104-3419**