



## **DELAWARE & LEHIGH NATIONAL HERITAGE CORRIDOR**

### **GIS Internship**

#### **INTERNSHIP JOB DESCRIPTION**

- Title of the position:** GIS Internship
- Reports to:** Patrick Stephens, GIS and Data Analyst
- Locations:** D&L Main Office – 2750 Hugh Moore Park Road, Easton, PA 18042  
Remote – as needed
- Stipend:** This internship offers a \$500.00 stipend. A minimum of 60 hours in the course of the semester is necessary to receive a funded internship.

**Contact:** If interested in this internship, please send a cover letter and resume to Terri Monserrat, Communications & Outreach Coordinator by **Friday, April 28, 2017**.  
[terri@delawareandlehigh.org](mailto:terri@delawareandlehigh.org)

#### **Overall responsibility:**

- Aid the D&L to maintain an organized and robust GIS database by collecting data in the field, from our archives, and / or other sources
- Use GIS data to create maps and graphics that are used to help staff and the public to understand and navigate the trail
- Show us how concepts and techniques you are learning in your education can help to improve our organization
- Help with the many other rolls necessary in the successful management of a non-profit

#### **Key areas of responsibility:**

- Update the D&L Signage database, D&L Trail Centerline, D&L Trailheads, and other datasets using ArcGIS Collector
- Scan and Georeference historic maps of the Delaware & Lehigh National Heritage Corridor, Extract data from these sources that are useful to the organization
- Design maps and graphics that are related to data collected using Adobe Illustrator
- Give a comprehensive presentation to other D&L Staff members describing what was done during the internship and how it helps them and the organization

**Term of employment:** Summer 2017

#### **Qualifications:**

- Experience using ESRI products such as ArcMap, ArcCatalog, ArcGIS Online, ArcGIS Collector to collect data, analyze data, manipulate data, and create maps
- Experience or willingness to learn Adobe Illustrator to create maps and / or other vector graphics
- Experience or willingness to learn scanning historic maps, and workplans
- At times, data collection will require travelling long distances on foot or by bike. Candidate should feel comfortable being outside and doing semi-rigorous physical activity.
- Ability to work independently as well as with other individuals at all levels across multiple functions.
- Strong organizational skills to effectively manage multiple projects from inception to completion, adhering to deadlines.
- Willingness to gain a familiarity with cultural, industrial and environmental history of the Delaware & Lehigh National Heritage Corridor.
- Ability to perform basic computer functions, including data entry and using standard software applications (i.e., Microsoft Excel, Word, and Outlook, etc.)
- Driver's license in good standing.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function. The noise level in the work environment is usually moderate.

**Background:** The Delaware & Lehigh National Heritage Corridor (D&L) preserves the historic pathway that carried anthracite coal and iron from Wilkes-Barre to Bristol, PA. Today, the D&L Trail connects people to nature, culture, communities, recreation and our industrial heritage. The organization was established by Congress in 1988 to celebrate our nationally significant story centered on the transport of anthracite coal from the mines of Luzerne and Carbon County to the markets in the Lehigh Valley and Philadelphia (via Bucks County). The D&L Trail is a multi-use trail spanning 165 miles from the mountains of northeast Pennsylvania, along rivers and through the Lehigh Valley and Bucks County. We are in residents' backyards, winding through towns, on main streets and through parks. We are passionate about preserving the environment, sharing the culture of our region and positively impacting our communities. We are a diverse organization with the ability to connect people to unique experiences in nature and the environment, community and economic impact, health and recreation, history, preservation, and education. This unique merger makes us a reliable resource, able to connect visitors and residents to experiences they feel good about. Along with the National Canal Museum (a Smithsonian Affiliate), we make our home in Hugh Moore Park in Easton PA. We are a 501(c)3 nonprofit organization.

**ACCEPT:**

Executive Director: \_\_\_\_\_

Internship Program Supervisor: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_

Intern: \_\_\_\_\_

*The Delaware & Lehigh National Heritage Corridor, Inc. (D&L) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the D&L organization complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms*

*and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*