

City Council

PHILADELPHIA



CITY COUNCIL GIS & Urban Planning Fellowship

Fall Semester 2016 Application

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PROGRAM OVERVIEW: GIS AND URBAN PLANNING FELLOWSHIP

The City of Philadelphia is strongly committed to improving public services for its citizens. The pursuit of this goal requires the hard work and dedication of qualified public service professionals. Recruiting highly qualified applicants from across the Philadelphia region, has proven to be one of the best ways to effectively communicate this goal.

The Office of Philadelphia City Council President is seeking a highly motivated visual design student to fill a new position, GIS and Urban Planning Fellow, for the Fall 2016 semester. Based on performance, the Fellow may have the opportunity to extend employment through the Spring 2017 semester.



City Council Fellows can expect to receive a competitive hourly wage averaging 10-20 hours of work per week, depending on the Fellow's schedule.

Alternatively, applicants are also strongly encouraged to communicate with their academic programs to determine if academic credit or matching work-study compensation is available. Our program has a long history of working with schools to customize a work experience to satisfy any academic requirements necessary for academic credit or independent study.



ELIGIBILITY

The GIS and Urban Planning Fellow will work alongside technical staff on a wide range of planning, mapping, and policy projects for Philadelphia City Council.

Desired skills include:

- Minimum experience of one semester's worth of coursework in GIS (required);
- ArcMap 10.1 or later and demonstrated proficiency in routine geoprocessing functions;
- Experience with ArcGIS Online a plus;
- Strong quantitative analytical capabilities;
- Familiarity with local geography/demography; and
- Active interest in issues of local urban development.

Competitive applicants will also:

- Be willing to work between 10-20 hours per week;
- Have excellent written and oral communication skills;
- Be extremely organized and detail oriented;
- Have excellent time management skills, as well as good office and interpersonal skills;
- Have ability to work independently as well as with a team; and
- Be willing to learn and produce in areas seemingly foreign to the basic job description.



EXAMPLES OF PAST PROJECTS

- Mapping distribution of vacant tax delinquent land by Council District;
- Near analysis of district schools to gauge relative proximity to various neighborhood amenities;
- Tracking market rate development and affordable housing trends by employing density and time-enabled mapping techniques; and
- Analyzing percentage of residents eligible for city tax relief measures.

TERMS OF THE FELLOWSHIP

The GIS and Urban Planning Fellowship is designed to run concurrently with the Fall 2016 academic semester, beginning in September and ending in December. Exact dates will be subject to the candidate's availability. The chosen fellow will be expected to work 10-20 hours per week, largely in the City Council offices at City Hall.

Compensation for the term of the fellowship will be \$12 per hour at no more than 20 hours per week. Though the term of the fellowship ends in December 2016, the chosen fellow is free to reapply for future terms using the requisite application process.



SELECTION PROCESS

STEP 1: Applicants must email the following to Council.Fellowship@phila.gov & Greg.Kingery@phila.gov no later than September 12th, 2016.

The following will be reviewed on a rolling basis:

- Current digital copy of graduate/university transcript;
- Resume;
- At least one academic or professional example of past work;
- Contact information for two references (one can be faculty); and
- Hours of weekly availability averaging 10-20 hours per week

STEP 2: Interview

Final round applicants will be invited to interview in person.

ADDITIONAL INFORMATION

This position carries a residency requirement and the successful candidate must establish residency in Philadelphia within six months of being hired.

The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to faqpchr@phila.gov. For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>

