OCEANA POSITION DESCRIPTION

Title: Pacific GIS Intern
Incumbent: New
Reports to: Arctic Project Manager
Division: North American Oceans

POSITION SUMMARY

The purpose of this position is to provide GIS and scientific research support for the Pacific Team of Oceana. The Pacific GIS Intern is responsible for assisting the Arctic Project Manager and Pacific GIS Analyst with Oceana’s GIS project initiatives.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Project Duties:
1. Assist with work to identify Important Ecological Areas (IEAs) of the U.S. Arctic and produce an atlas of Arctic Oceana, including:
   a. Work with Pacific GIS Analyst to assist with download of available and pertinent GIS data and maintain an organized, local GIS database
   b. Digitize and organize spatial information from various sources
   c. Conduct literature reviews and draft syntheses on ecological information being used to identify IEAs
   d. Assist with spatial analyses to identify IEA
   e. Assist with drafting written sections of the atlas
2. As needed gather and summarize scientific and other information to assist with other Oceana Arctic projects and work
3. Support Oceana through additional projects as needed

Administrative Duties:
1. Maintain a functional workspace
2. Participate in conference calls/meetings with other Oceana staff on a weekly basis, or as directed by Arctic Project Manager
3. Assist with filing, copying, scanning, and other office organization
4. Perform additional duties as needed and/or assigned

Contacts:
The Pacific GIS Intern may have contact with:
1. Other Oceana staff
2. Scientists from academic and government institutions
3. Local and regional educators, research scientists and other experts, in coordination with Oceana scientific and policy staff
4. Arctic community members
5. The general public, Oceana members and activists, and coalition allies

**Education, Experience and Other Requirements:**
1. Proven solid academic record
2. Ability to work 20-40 hours per week
3. Proficient with ArcGIS mapping software
4. Ability to handle multiple tasks and prioritize as directed by the Arctic Project Manager
5. Adept computer literacy, including Microsoft Office applications, particularly Microsoft Word, Excel, and PowerPoint
6. Ability to conduct scientific literature reviews and construct annotated bibliographies
7. Exhibit well-developed written and oral communication skills
8. Demonstrate the maturity to support a team effort
9. Display strong work ethic
10. Illustrate self-initiative and good judgment skills
11. Provide knowledge and experience in global and ocean issues, Pacific fisheries, marine science, or policy
12. Ability to take initiative in suggesting ways to augment work and responsibilities of position to accomplish Oceana’s goals

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an intern encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The indoor work environment has moderate noise (i.e. computers, printers, and light traffic).

**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an intern to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position demands the incumbent to be mobile and sit during the workday. Written and verbal communication and the ability to perceive the nature of sounds at normal speaking levels with or without correction, ability to receive detailed information through oral communication, and to make the discriminations in sound are critical in this position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between Oceana and intern and is subject to change by Oceana as the needs of Oceana and requirements of the job change.

Prepared by: Brianne Mecum & Chris Krenz
Title: Arctic Project Manager
Date: April 30, 2012

Approved by: Susan Murray
Title: Senior Director, Pacific
Date: April 30, 2012