

- POSITION:** AMBAG sponsored internship working with the CCJDC on a variety of tasks including planning and organizing events, maintaining and updating member/contact data, and looking for potential projects of regional interest.
- TYPE:** Flexible half-time (15 hours/week)  
6-9 month term beginning upon selection of a qualified candidate
- LOCATION:** AMBAG office in Marina or University of Santa Cruz GIS laboratory  
Telecommuting possible with qualified candidate
- PAY:** **\$12.13 - \$16.32**
- WEBSITE:** [www.ccjdc.org](http://www.ccjdc.org)
- APPLICATION SENT TO:** David Johnston  
[djohnston@ambag.org](mailto:djohnston@ambag.org)  
445 Reservation Road  
Marina, CA, 93933  
Questions: (831) 883-3750

**DESCRIPTION:**

The successful candidate's primary duties will include:

- (1) **Assist Chairs and Sub-Committees by Organizing and Planning Events and Workshops**  
Perform a variety of tasks that can include creating materials, making arrangements, etc to assist in event planning. See <http://www.ccjdc.org/about/subcommittees.htm> for a detailed description of the responsibilities of each subcommittee.
- (2) **Maintain and update the CCJDC Participant database**  
Participants and affiliates of the CCJDC are tracked within an Excel spreadsheet program. This database needs updating and regular maintenance. Once this database is up to date, it will then be ported to the web site with a user-friendly query interface. This latter task can be completed with the assistance of other AMBAG/CCJDC interns, staff and volunteers.
- (3) **Research Potential Projects and Grants**  
The CCJDC is always interested in potential projects and grant opportunities pertaining to regional issues. Candidate would contribute research and creative input for possible projects.

The successful candidate will be required to attend bi-monthly (every 2 months) CCJDC meetings usually held in Moss Landing. The CCJDC serves as a data sharing group within the Santa Cruz, Monterey and San Benito counties with a central focus on the cross fertilization of data and technologies related to (GIS) Geographic Information Systems.

Please provide samples of your work and/or portfolio material upon application. Student work is acceptable. This internship provides excellent job experience to a motivated individual looking to build a strong resume or gain valuable experience. Assistance will be provided on the job as needed.

**SKILL DESIRED:**

- Preferred knowledge of MS Excel or spreadsheets programs for data management
- Effective verbal and written communication skills and the ability to interact professionally with a diverse group of users and or support staff.
- Attention to detail is required.
- Experience with graphics utilities and programs, etc.
- Web skills useful
- Excellent organizational and problem solving skills
- Knowledge/Interest of Geographic Information Systems (GIS) useful