



MANITOULIN PLANNING BOARD

40 WATER STREET - UNIT 1 - P.O. BOX 240 - GORE BAY - ONTARIO - P0P 1H0

☎ 705-282-2237 📠 705-282-3142

PLANNING/GEOGRAPHIC INFORMATION SYSTEMS (GIS) INTERN

Youth Internship Program for up to 12 Months

Under supervision, the Planning/Geographic Information Systems (GIS) Intern will provide staff support for processing Land Use Planning applications, research and compile information related to planning policy and legislation, conduct clerical work and recordkeeping, and assist with the maintenance of the GIS and transition to ArcGIS Pro/ArcGIS Online.

The ideal candidate should have:

- experience with secretarial/clerical skills for general office duties, including familiarity Microsoft Office and/or Corel Wordperfect software;
- strong organizations, prioritization, interpersonal and networking skills;
- an educational background or experience in Land Use Planning and/or Geographic Information Systems;
- experience with ArcGIS suite of GIS Software;

A successful candidate must:

- Be at least 18 years of age;
- be a new entrant into the work force, transitioning to a new career, or be unemployed or underemployed and entering a new field;
- Reside, and be legally entitled to work, in Canada;

Please submit a cover letter, resume and three (3) personal and/or professional references in confidence prior to **May 26th, 2025**.

(Position is contingent upon approved funding from the Province of Ontario)

Mail to:

Manitoulin Planning Board
40 Water Street Unit 1
PO Box 240
Gore Bay ON P0P 1H0

or

Fax: 705-282-3142

E-mail: jaked@manitoulinplanning.ca