About Us. The award-winning San Francisco Bay Conservation and Development Commission (BCDC) is a small state agency located in San Francisco’s Civic Center. BCDC is the nation’s first state coastal management agency and was established in 1965 to protect the San Francisco Bay and the Suisun Marsh. The Commission has regulatory and planning authority over development in the San Francisco Bay and along the Bay’s nine-county shoreline. Our approximately 40-person staff takes pride in its work and is committed to a high level of professionalism. More information about BCDC is located on our website: http://www.bcdc.ca.gov.

About the Job. We are seeking a Geographic Information Systems and Planning intern to assist BCDC’s Planning department with the preparation and update of BCDC’s Suisun Marsh Management Program. This includes assisting in development of geospatial tools and layers, collecting and managing data, and preparing other document components that will comprise the new Individual Duck Club Management Plan GIS platform. This includes updating and developing BCDC’s geospatial data layers, researching available geospatial data, metadata production and editing, potential digitization of information, and other related tasks specific to the Suisun Marsh and the Suisun Resource Conservation District projects. This is an unpaid volunteer position. The candidates should be able to volunteer a minimum of 16 hours per week for at least three months.

Desired Qualifications. The internship is open to both undergraduate and graduate students. Undergraduate applicants should have completed at least two years of their college education. Preferably, applicants will have a background in coastal management, environmental planning, landscape architecture, architecture, natural resource management, geography or a related field. The ideal candidate has experience with the following: education and/or experience with Geographic Information Systems (ESRI Arc- products), planning and policy analysis, familiarity with BCDC, the San Francisco Bay Plan and the Suisun Marsh Protection Plan, ability to work independently and as part of a team and the ability to write clearly. Experience with Adobe Creative Suite and/or graphics production as well as Google Maps & Earth also preferred. Duck hunting experience not required.

Applying for the Job. Applications will be accepted until the position is filled, though applications received by May 15 will be prioritized with interviews to be held as early as the week of May 18. To apply, please send (digitally or as hard copies) your letter of interest, resume, work samples and/or writing sample and two references to:

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BCDC is an employer offering equal employment opportunities to all persons without regard to race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is the objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with state law, civil service rules, and the special trust placed in public servants. May 1, 2015