



Geographic Information Systems (GIS) Intern

The National Association for Latino Community Asset Builders (NALCAB) is a national membership organization representing 200+ nonprofits that serve diverse Latino communities in 46 states, Washington, DC and Puerto Rico. With offices in San Antonio, TX and DC, we are a grant maker and US Treasury-certified Community Development Financial Institution (CDFI).

We support our members through training, funding, policy advocacy and resources to amplify the impact of their programs and services. Working together, the NALCAB network is able to affect real change.

NALCAB Network members invest in their communities by building affordable housing, addressing gentrification, supporting small business growth and providing financial counseling on issues including credit building and homeownership.

Our mission: NALCAB strengthens the economy by advancing economic mobility in Latino communities.

Summary:

NALCAB is seeking a GIS intern to support program work with data analysis and research, including data visualization and mapping. The GIS intern will assist with writing materials and reports on neighborhood change and gentrification, as well as logistics, data entry, and other administrative tasks. They will primarily support the Equitable Neighborhood Development program team, focusing on nonprofit real estate development, small businesses, fair housing, and capital flow to communities.

Essential Duties and Responsibilities:

- Compiling, analyzing, and visualizing data.
- Creating tables, charts, maps, and other graphics.
- Participating in external meetings and community engagement sessions.
- Actively contributing to internal meetings, calls, and note-taking.
- Completing other related duties as assigned.

Qualifications:

- Currently pursuing or holding a Bachelor's degree in GIS, Urban Planning, Data Management, or a related field of study (junior or senior).
- Experience in collecting and visualizing data.
- Experience with ArcGIS Pro or ArcMap.
- Knowledge of Geographic Information Systems (GIS), including data collection, visualization, map creation, and analysis.



- Research skills, including accessing and analyzing census data and conducting literature reviews.
- Ability to understand and interpret demographic and economic data.
- Experience in community economic development and asset building.
- Excellent written, verbal, and interpersonal communication skills.
- Multitasking skills and ability to meet deadlines.
- Commitment to maintaining confidentiality.
- Proficiency in Microsoft Outlook, Word, Access, and Excel.

Preferred Qualifications:

- Experience with database management.
- Understanding of Urban Planning policies related to gentrification or housing affordability.
- Bilingual (English/Spanish).

Academic Credit:

Interns may receive academic credit for the internship. It will be the intern's responsibility to make plans with his or her school. NALCAB will provide the necessary internship description and performance review upon request.

Position Type:

Part-Time Position (up to 28 hours per week)

Compensation:

\$19 per hour.

Duration of Internship:

Six months with a NALCAB option for an additional 6 months.

Location of Employment:

NALCAB's main office is located at 5404 Wurzbach Rd. San Antonio, TX 78238.

Preferred Start Date:

January 2, 2025



Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires travel approximately quarterly.

To Apply:

To respond to this opportunity, please email resume to: jobs@nalcab.org
Please add GIS Intern Position in the subject line.

EEO Statement

NALCAB is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and staff without regard to race, color, religion, sex, pregnancy, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law.