



BAYGEO PROJECT ASSISTANT

Position Dates: May 15 - November 15, 2024

Applications Due: May 10, 2024 at 5:00 p.m.

Reporting to: Rick Kos, BayGeo Education Director and
Cam Denney, Assistant Education Director

We at BayGeo are techies, artists, programmers, designers, geographers, developers, conservationists, data geeks, students, and urban planners. Really, anybody interested in maps.

BayGeo is the local non-profit for users of geospatial technology, people new to mapping, and GIS professionals. BayGeo establishes interest groups and manages a coalition of local "geo" groups. Our events are designed to help bring together a broad community of users while supporting collaboration and developing a knowledge base around geotechnologies.

We are seeking a highly organized, personable, and energetic Project Assistant to help us advance our mission. The selected Project Assistant will report to the Education Director and Assistant Education Director. We are particularly interested in meeting with candidates who have a strong interest in geospatial technology and the shaping of educational programs.

Most work will be remote, but the Project Assistant will occasionally need to travel to/from our transit-accessible "home base" at the University of San Francisco, and to other Bay Area locations during the employment period.

PROJECT ASSISTANT TASKS INCLUDE:

- Manage outreach to potential students (e.g. govt orgs, companies), and preparation of print/digital marketing materials for half-day and multi-week Fall 2024 GIS Education Center workshops, including USF certificate classes
- Assist with USF certificate class registration, enrollment, and contact with registrants
- Assist with shaping and executing the Sept. 2024 GeoEducation Summit at USF (theme: next steps with GeoAI)
- Assist with updates to the BayGeo website, in coordination with website manager Jess Sandoval
- Assist with workshop/class setup, including issuance of ArcGIS Online licenses, contracts with instructors, access to Canvas, access to Apporto
- Assist with shaping and executing Zoom-based orientation sessions for prospective class/certificate students

- Assist with the development, administering, and response analysis of an employer survey. The objective is to ascertain high-demand skills sought by Bay Area employers and use the findings to inform classes/workshops offered through BayGeo and USF.
- Assist with design and execution of a Geo Job Fair to be held at the USF campus
- Contact BayGeo members to advertise workshops and social events
- Other support tasks as requested by the Education Director or Assistant Education Director

QUALIFICATIONS:

- Familiarity with Esri GIS software products and/or open-source GIS applications (e.g. QGIS)
- Detail-minded: e.g. event planning logistics, geospatial data organization, maintaining shared calendars
- Reliable: calls and emails returned promptly, tasks carried out as promised, keeps commitments
- Comfortable with inter-personal networking and promotion of events, bringing professionals together

COMPENSATION AND TIME COMMITMENT:

- \$30.00 per hour up to a maximum of \$5,000 within the contract period listed at the top of this advertisement, and below (i.e. ~166 hours)
- Position will average 3-4 hours of work per week, with some "spikes" (as event dates approach) and "lulls" (summer holidays) anticipated

TERM OF EMPLOYMENT:

May 15, 2024 - November 15, 2024. Option to renew employment contract upon satisfactory evaluation by Education Director and Assistant Education Director, and subsequent approval by the BayGeo Board.

APPLICATION:

By 5:00 p.m. on Friday, May 10, 2024, please submit a statement to **BOTH**:
Education Director Rick Kos rkos@baygeo.org

And

Assistant Education Director Cam Denney at cdenney@baygeo.org

Include the following:

- Your name, email address, and mobile number
- A link to your resume and/or LinkedIn profile (or similar online platform where your accomplishments are organized).
- A description of your readiness for the position responsibilities and motivation for pursuing this position, including verification of your ability to travel to and from the University of San Francisco for project tasks
- Name and contact information for two references who can attest to your work ethic and dependability
- * **For current students**, your last-reported GPA and number of course units you are planning to take in the Fall 2024 semester (**note: students who are enrolled in classes taught by Rick Kos or Cam Denney in the Summer and/or Fall 2024 semesters are ineligible to apply*)