

King is Hiring
Data & GIS Intern

(6 Month Contract with possibility of extension; January 2026 – July 2026)
(35 hours workweek)

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Supervisor of Data and Analytics, the Data & GIS Intern is responsible for the following:

- Responds to GIS requests through King's ticketing system as assigned by the Supervisor of Data and Analytics, ensuring GIS datasets are current, comprehensive and provide all necessary information to support critical business activities.
- Updates various datasets, ensuring information is consistent with Township standards and readily available when requested.
- In response to the ticketing system, creates, maintains and/or distributes a variety of GIS data including custom maps, tables, analytics, and/or charts.
- Provides support for the data cleaning and cataloguing process.
- Provides support for data collection and analysis preparation for data warehousing.
- Digitizes/geocodes datasets and runs monthly processes in support of routine business initiatives.
- Migrates various data formats (e.g., shapefiles, geodatabases, SQL tables, etc.) using FME software to integrate various Township software's (e.g., Esri Enterprise GIS, CRM, Xplor Recreation) and verify for data quality and accuracy.
- Supports the team by facilitating general office/clerical administrative duties as required.
- Performs other duties as assigned, in accordance with Township objectives.
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- Currently enrolled in Information Technology, Data Management, GIS or a related field (related experience is acceptable).
- A minimum of one (1) year experience with GIS software products (e.g., ArcGIS Desktop, ArcGIS Pro, ArcGIS Online) is required.
- Familiarity with Snowflake is considered an asset.
- Strong analytical and data mining skills with an acute attention to detail.
- Proficiency in Microsoft Office products, including Word, Excel and Outlook.
- Proficiency in database querying and experience with SQL is considered an asset.

Conditions of Employment:

- Highly efficient work ethic, ability to self-manage and work independently.
- Ability to manage, organize, and prioritize work to adhere to project deadlines.
- Good written and verbal communication skills to communicate effectively on technical and non-technical matters with Township staff.
- Provides good customer service in response to staff ticket requests.
- Must be trainable and willing to learn new software.



- Possesses a valid G class driver's license and access to a reliable vehicle.
- Must be legally authorized to work in Canada.

Wage Rate: \$21.60/Hour

Vacancy Disclosure:

This posting is intended to fill an existing vacancy; however, there may be instances where multiple vacancies exist for the same role.

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on January 6, 2026**
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit www.king.ca for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.