



**Position:** Full-time Position

**Project Location:** Philadelphia, PA

**Status:** Temporary position

**JOB SUMMARY:**

Sci-Tek Consultants, Inc. (Sci-Tek), an engineering, planning and surveying consulting firm is seeking qualified candidates to assist the Philadelphia Water Department in managing and protecting its rivers, streams, and drinking water sources. The successful applicant for this 1-year position will support an environmental/water resources team focused on stormwater management, hydrology/hydraulics, water quality, wastewater collection systems, and urban sustainability. This position will support the team with compiling and analyze engineering data using a variety of computer programs. Other tasks may include writing, reviewing and proofreading documents.

**ESSENTIAL FUNCTIONS / SKILLS:**

1. Excellent written and oral communication skills.
2. Excellent organizational skills. Manage multiple tasks and work effectively and efficiently in high paced environment with highly motivated professionals.
3. Strong appreciation and dedication to accuracy, quality, and meeting deadlines.
4. Self-starter and ability to work in collaborative efforts in a team environment.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Data Science, Environmental Science, Urban Planning, Geographic Information Systems, Biology/ Earth Science or Civil/Environmental Engineering
- Strong proficiency Microsoft Office (Word, PowerPoint, Excel, Access).
- Familiarity ArcGIS and other related software.

**To apply, email a cover letter and resume to:** [HR@scitekanswers.com](mailto:HR@scitekanswers.com)