



COLEMAN ENGINEERING COMPANY

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GIS Project Assistant

Coleman Engineering has an opening for a full-time hybrid/remote GIS Project Assistant. The candidate must reside in the Upper Michigan/Northern Wisconsin area since occasional in-person meetings and field coordination will be required.

Position Summary

The GIS Project Assistant provides technical, organizational, and administrative support to the GIS Project Manager. This role focuses on GIS data organization for client coordination and workflow tracking. We are looking for a detail-oriented individual to ensure digital maps accurately represent physical infrastructure and real-world assets.

Key Responsibilities

- GIS & Technical Support
 - Assist with organizing, reviewing, and cataloging existing GIS datasets, CAD files, PDFs, and legacy records
 - Support basic GIS tasks using ArcGIS Online, ArcGIS Pro, and related tools
 - Assist with data quality checks and documentation
 - Support mobile data collection workflows and field-to-office data coordination
 - Maintain organized file structures and data inventories
- Project Coordination & Administration
 - Assist with scheduling meetings, tracking action items, and maintaining project timelines
 - Coordinate client communications
 - Prepare meeting materials, agendas, notes, and summary documentation
 - Assist with compilation of interim deliverables and final materials
 - Maintain organized data and project documentation
 - Assist with drafting technical summaries and reports
 - Support internal review processes

Required Qualifications

- Associate's/bachelor's degree, (or equivalent experience) in GIS
- Experience in Civil Engineering, Information Systems, or a related field beneficial
- Practical experience with GIS software, preferably Esri products
- Strong organizational and administrative skills with attention to detail

Preferred Qualifications

- Experience in municipal, county, or regional GIS
- Familiar with asset infrastructure data, or public works operations
- Familiar working with data standards, schemas, or data integration projects

Skills & Attributes

- Organized, dependable, and self-motivated
- Comfortable working independently
- Professional discretion when handling sensitive information

Coleman Engineering Company (CEC) offers competitive salaries and benefits, including matching 401K; access to two different health insurance plans; paid vacation, sick & holiday time; company paid life and disability insurance; and cell phone reimbursement. CEC offers the opportunity to advance your career in a professional and challenging work environment. Please email resumes to llindquist@coleman-engineering.com. EOE