



Job Title: GIS COORDINATOR

Location: Vancouver, WA

Salary Range: Hourly: \$22.51 - \$24.76 (Annually: \$46,824 - \$51,506)

Job Type: Full-time, permanent

FSLA Status: Non-exempt

Reports To: GIS Manager

Appl. Deadline: Open until filled - Applications will be reviewed beginning 3/7/2022

Columbia Land Trust is seeking a **GIS Coordinator** to join our passionate team!

Columbia Land Trust is dedicated to conserving and caring for the lands, waters, and wildlife of the Columbia River region through sound science and strong relationships. In its first 27 years, Columbia Land Trust has permanently conserved more than 55,000 acres of fish and wildlife habitat, forestland, and farmland, and has restored thousands of acres to benefit wildlife and communities. Central to our work is a commitment to advancing a more inclusive, equitable conservation movement and building relationships to achieve cooperative conservation solutions.

Columbia Land Trust is an equal opportunity employer and committed to building a diverse workforce. [Equity is a core organizational value](#) and applicants should be able to demonstrate a commitment to diversity, equity, and inclusion. We encourage Black, Indigenous, and People of Color, LGBTQ+ people, and people from groups who are underrepresented in conservation spaces to apply.

Columbia Land Trust's headquarters are located on the historic Fort Vancouver campus near downtown Vancouver, Washington, just across the Columbia River from Portland, Oregon. Additional Land Trust offices are located in Portland, Hood River, and Astoria, Oregon. For more information, please visit www.columbialandtrust.org.

SUMMARY

The **GIS Coordinator** is a critical member of the 23-member conservation team. The GIS Coordinator is responsible for providing GIS technical, planning and cartographic support for conservation, stewardship, and communications teams. Primary duties include assisting with day-to-day GIS tasks with members of all teams within the organization, including creating cartographic products, supporting GIS data management, spatial data analysis, report generation, and providing training and support for staff GIS users.

The position is based in the Land Trust's Vancouver, WA office. During the COVID pandemic, the Land Trust's offices have limited access and most staff are working from home. This position will be expected to be in the office regularly but may still be able to work from home 2-3 days a week. Technology and equipment needed to work effectively from home will be provided. This position will have the opportunity to perform work duties outdoors, on properties both owned and managed by Columbia Land Trust throughout the lower Columbia River region ranging from precise GPS data collection to unmanned aerial vehicle (UAV) operation.

ESSENTIAL DUTIES

Mapping And Cartography

- Use technical and cartographic software to prepare, plan, produce, and update a variety of maps, StoryMaps, graphics, drawings, surveys, and other content for technical and general audiences while adhering to organizational standards

Mobile Technology and Field Data Collection Support

- Lead the implementation of mobile data technology and data-collection protocols
- Support mapping research using GPS technologies including survey-grade GPS data collection systems and unmanned aerial vehicles (UAVs)
- Provide technical support and data processing support for stewardship and conservation projects

Data Development, Acquisition, and Management

- Supports the GIS Manager in maintaining an efficient, accurate, and effective GIS for users by updating, managing, and archiving geospatial data while adhering to organizational standards of practice

Data Analysis

- Perform spatial analysis to support project needs

Staff Coordination and Support

- Interact frequently with all departments to assess mapping needs
- Support staff trainings; support the development of training materials and manuals; respond to and resolve user inquiries; maintain user documentation

Partner Collaboration

- Represent Columbia Land Trust within the regional GIS community by attending meetings and trainings; build collaborative relationships within the Land Trust community and other conservation organizations

Lands Database Support

- Support GIS integration with the Land Trust's lands database application

QUALIFICATIONS

Columbia Land Trust expects applicants will have skills and experience relevant to the work listed above, or with similar work. However, applicants are not expected to have experience in all of these tasks in order to apply for the position. The ideal candidate will have an eye for cartography, an enthusiasm for GIS technology, and will enjoy working with multiple staff supporting a range of conservation, fundraising and outreach project needs. Columbia Land Trust is prepared to support the training necessary to ensure qualified candidates have the skills to effectively accomplish the work. Accommodations may be made to enable individuals with disabilities to perform essential functions.

To thrive in this job, the GIS Coordinator must have:

- Relevant GIS experience – may include education, internships, or other personal or professional experience
- Experience working with a GIS utilizing paid or open-source software and a background in data creation, management, and visualization
- Willingness to learn ArcGIS Pro
- Demonstrated ability to create accurate, attractive, and easy to read maps of complex natural features for multiple audience types
- The ability to multitask and balance a wide variety of GIS-related projects and tasks while maintaining attention to detail and balance project deadlines while maintaining accuracy, integrity, and following organizational cartographic standards
- Effective oral and written communication skills
- Have experience or interest in training GIS users
- Experience engaging in personal or organizational diversity, equity, and inclusion work
- Willingness and enthusiasm to uphold and advance the Land Trust's equity commitments, both internally and with all community relationships
- A genuine enthusiasm for the mission, values, and work of Columbia Land Trust

SALARY AND BENEFITS

Columbia Land Trust offers a competitive salary, comprehensive benefits package, and a supportive and positive work environment. The full salary range for this position is \$46,824- \$65,554 annually. Based on our internal equity review and candidate's qualifications the estimated starting salary will typically be between \$46,824 - \$51,506 annually. The Land Trust benefits package includes a generous paid vacation, holidays, and sick leave. Columbia Land Trust pays 100% of health and dental insurance for three-quarter to full-time employees; voluntary benefits include a Section 125 - FSA and long-term disability. We also offer a generous match (up to 5% of annual salary) to our 401(K)-retirement plan. Employees are allowed to bring well-behaved dogs to work. Healthy, happy staff are an important element of our success and we strongly believe in work/life balance.

ORGANIZATIONAL COVID-19 VACCINATION INFORMATION

Columbia Land Trust requires its employees to receive the COVID-19 vaccination and booster and have practices in place to mitigate exposure. Reasonable accommodations will be made for individuals who are unable to receive the vaccine due to a medical condition or religious belief.

APPLICATION INSTRUCTIONS

To be considered for the GIS coordinator position, please email your cover letter, resume, examples of 1-2 map products, and a list of three references to jobs@columbialandtrust.org and include the position title in the subject of your email. We will not contact your references without notifying you first.

Please include the following in your cover letter:

- A description of your interest in, and qualifications for, this position, and where it might fit within your career objectives; and,
- Your commitment to, and experience with, diversity, equity, and inclusion.

Examples of map products created by applicant are required at time of applying. If you are not able to provide products, we can create opportunities to help you provide examples, including remote access to our computers or sending data to you.

We hope to fill this position by April 2022 and applications will be accepted on a rolling basis. First reviews will take place the week of 3/7/2022.

Mailed applications can be submitted to:

Mitch Attig - GIS Manager

Columbia Land Trust

850 Officers Row

Vancouver, WA 98661

Columbia Land Trust is an equal opportunity employer and does not discriminate in its selection of candidates for employment on the basis of race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations.