



GIS Technician and IT Specialist

COLLABORATES WITH: INLC Team

REPORTS TO: Conservation Director

STATUS: Full-Time Hourly

SALARY: \$40,000 – \$44,000 plus benefits (Negotiable, based on experience)

The Inland Northwest Land Conservancy (INLC) is seeking a highly motivated, organized individual to lead our geographic information systems and information technology work as we build our team and take our organization to new levels of regional conservation success. This is a unique opportunity to join a growing team of conservation professionals to help accelerate conservation outcomes in the Inland Northwest. Our work is engaging, meaningful, challenging, and dynamic. The GIS and IT Specialist will join our fun team of collaborative, hard-working conservation professionals, volunteers, board members, and loyal supporters. We are seeking a team member with dedication and focus who will bring energy and humor to the job.

Who We Are:

The Conservancy works with our community to identify and protect special places throughout the region. We protect private lands through legal agreements with landowners. We also work to improve lands under our management for habitat, clean water and air, and native plants. In recent years, the Conservancy has partnered with other agencies and community organizations to protect land for public enjoyment. Join us in protecting this beautiful area for years to come!

Position Summary:

An ideal applicant will be able to demonstrate:

- A passion for the “Science of Where.”
- Strong organizational skills.
- Enjoys finding creative GIS solutions to problems.
- Love of maps.
- Willing to solve IT issues for team members.
- A strong conservation ethic and/or personal connection to INLC’s mission.

The focus of this position is to provide GIS and IT support to the INLC team. The GIS duties will support INLC project selection and the engagement process by creating GIS

products through the compilation and analysis of GIS data. Duties will include reading and interpreting maps and other GIS data, entering the data into the GIS database, drawing maps using ArcGIS, and compiling reports for staff, board members, and donors. The IT duties will be to assist staff with low-level IT issues as well as coordinate with our IT consultant for the high-level IT needs of INLC.

JOB ROLES AND RESPONSIBILITIES

GIS-Related Duties (80%)

- Assist in project evaluation.
- Geodatabase management, including editing tables, maintaining database relationships, querying data, and running reports.
- Obtain, maintain, and prepare GIS data for mapping and analysis.
- Create baseline map packages for our protected lands program.
- Produce sophisticated, high-quality cartographic products (digital and hardcopy) for project planning, outreach, and communication.
- Participate as a team member on various projects that lend themselves to be developed in a GIS environment.
- Post-process GPS and drone data collected in the field.
- Maintain parity between our land stewardship software, Google Earth, and the Protected Properties Geodatabase.
- Manage ArcGIS Server/ArcGIS Online web services.
- Develop GIS standard policies and procedures; maintain and preserve the integrity and design of GIS.

Information Technology (20%)

- Work with INLC staff to coordinate IT needs for the office.
 - This position will address low-level issues while complex needs will be addressed by a consultant.
- Schedule tasks to be done by our IT volunteer or consultant.
- Assist INLC staff with general IT needs.
- Assist INLC staff with Microsoft OneDrive and other Office 365 usage.

QUALIFICATIONS AND REQUIREMENTS

The items listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Bachelor's degree or equivalent in Geography, Computer Science, or a related field with specific GIS coursework and/or training.
- Demonstrated knowledge of the ESRI suite of products.

- Strong background in geodatabase management and cartography.
- Proficiency with Microsoft products (Word for Windows, Excel, Outlook, PowerPoint, OneDrive).
- Ability to research published journals, trade magazines, texts, web pages, and other sources to keep current with developments in the field of GIS.
- Ability to operate and teach others how to operate office equipment.
- Demonstrated excellent organizational skills, communication, and interpersonal skills.
- Ability to organize and manage multiple priorities.
- Valid driver's license, personal vehicle, and automobile insurance.
- Desire and ability to live and work in the region.
- Ability to lift 30 pounds and walk on steep or uneven terrain.
- Working in variable weather conditions at remote locations on difficult and hazardous terrain and under physically demanding circumstances.

This is a full-time, salaried, position that collaborates with the INLC Team and reports to the Conservation Director. The Conservancy offers a competitive salary with a benefits package that includes medical and vision insurance, Simple IRA, 20 days of vacation per year, 13 paid holidays per year, and 12 days of sick leave per year.

Our office is located in the Community Building in downtown Spokane, WA. We offer a smoke-free workplace with flexibility for remote, off-site working. Inland Northwest Land Conservancy is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.

Applicants should email a single PDF with a cover letter and resume to INLC Conservation Director, Michael Crabtree: mcrabtree@inlandnwland.org. Please title your PDF file: *[Last Name_First Name]_INLC_GIS-IT*. No phone inquiries.

Inland Northwest Land Conservancy reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.