NPCA POSITION DESCRIPTION (2019)

Date: May 2019  Position Title: Conservation GIS Fellow

Grade: Fellow  Job Status: Full Time (2 year term)  Salary: $55k/year  FLSA: Exempt

Department: Conservation Programs  Location: Washington, DC

Incumbent / New Position: New Position

Primary Purpose of the Position: Serve as an integral member of NPCA’s Conservation Programs team by expanding and building GIS capacity for NPCA’s core conservation priority work addressing issues such as air pollution impacting national parks, energy development on park-adjacent lands, water pollution and policy, and fish and wildlife conservation through map production (printed, on-line, interactive). The GIS Fellow will also support communication materials (website, printed material, events), and management of geospatial data (networking, access to data). Candidates should have both GIS and graphic design/communications experience and be able to make technical maps appealing to NPCA’s members and supporters as well as policymakers and media.

This is not a GIS research position, but one geared more toward making maps that are compelling and can tell powerful stories to help NPCA protect America’s greatest treasures.

Essential Functions: % of Time

- Produce GIS Maps for NPCA  50%
- Produce graphical and other communications products  20%
- Manage GIS data  20%
- Represent NPCA throughout conservation GIS community  10%

Other: Participates in administrative meetings, organization-wide activities, training programs, and attends other functions as needed. Acts as a reviewer and consultant to other departments and programs regarding mapping, GIS contracts, and connectivity with external GIS expertise and resources. Represents NPCA and Conservation Programs externally. Strong opportunities to learn and collaborate with various issue experts.

Minimum Work Schedule: 37.5 hours per week (7.5 / day). Flexible work schedule.
Minimum Scope of Position: Interacts with NPCA staff at all levels in all departments. Develops relationships with geospatial consultants, academic and government researchers, and research staff with other conservation organizations. Finds creative ways to increase GIS capacity at NPCA.

Minimum Qualifications, Competencies, Skills, Education, and Traits:

The ideal candidate will have:

- Proficiency with Esri ArcGIS software 10.0+ and ArcGIS On-line tools (Story Maps).
- Minimum 1-year experience in a conservation GIS field: ecoregion analysis, protected areas management, species distribution, habitat classification, etc.
- Experience with Adobe creative cloud suite or equivalent design software. Knowledge of HTML/CSS/JavaScript and mapping APIs a plus.
- Experience in design, creating simplified maps for communications purposes. The ability to organize and manage GIS data with a preference toward networked systems.
- A minimum academic requirement of a bachelor’s degree in either a general environmental conservation field and/or a STEM related discipline.
- GIS training and/or certifications a plus.
- The ability to work well with others (students, interns, and scientists) and in team settings.
- The ability to communicate effectively by presenting technical information in front of various non-technical audiences.
- The ability to work well under time constraints, meet deadlines, and organize tasks.
- Participation and/or connectivity within the conservation GIS community.
- Passion toward national parks and protecting the environment.
- Demonstrates an awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds and orientations.
- Contributes to the creation of a diverse, equitable and inclusive work culture that encourages and celebrates differences.

Core Values

All staff members of NPCA must live, honor, and own the organization’s Core Values:

1. Commitment We are passionate about NPCA and dedicated to our work and mission. We seek to do our jobs effectively by taking opportunities for professional and personal development and encouraging reasonable risk-taking and innovation.

2. Inclusion We value diversity of thought, background, experience and opinion. We create a culture of empowerment by welcoming and encouraging meaningful participation from all people and by promoting an environment that embraces different perspectives.
3. **Integrity** We hold ourselves accountable to each other, our members and partners, and our mission. We evaluate the impact of our work and strive for honesty and transparency across the organization. We operate ethically in the organization’s best interests.

4. **Respect** We collaborate in results-oriented teams based on trust and consideration for each other. We promote harmony between our work and our personal lives. We foster a healthy and positive workplace culture and work collaboratively with external partners.

**Physical Effort and Dexterity:** While performing the duties of this job, the employee is typically required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee may lift and/or move up to 25 pounds. Specific vision abilities required by the job may include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NPCA is committed to diversity among its employees and hiring practices. All qualified applicants are encouraged to apply.

**Physical Environment:** Typical office setting; cube

**Employer’s Rights:** NPCA reserves the right to revise this position description at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the NPCA and employee and is subject to change by the NPCA as the needs of the NPCA and requirements of the job change. The above is in no way an exhaustive list of the requirements for the position.