GIS SPECIALIST

THE NATURE CONSERVANCY
Cold Spring Harbor, NY

ABOUT THE NATURE CONSERVANCY - The Nature Conservancy is the leading conservation organization working to make a positive impact for people and nature around the world in more than 39 countries, all 50 United States, major US cities and in your backyard. Founded in 1951, the mission of The Nature Conservancy is to conserve the lands and waters on which all life depends. One of our core values is our commitment to diversity. Therefore, we are committed to a globally diverse and culturally competent workforce.
Visit www.nature.org/aboutus to learn more.

POSITION SUMMARY:
The GIS Specialist provides technical assistance to Conservancy staff as it pertains to GIS data management, mapping and analysis. The GIS Specialist will report to the Long Island GIS Manager and will provide support to the Long Island Chapter and New York State. Preferred work location is The Nature Conservancy's Cold Spring Harbor, NY office.

ESSENTIAL FUNCTIONS:
The GIS Specialist collects and processes spatial and/or relational data sets derived from cartographic and tabular sources. The GIS Specialist performs data analysis and produces reports, provides hardware and software support, and trains staff in the use of GIS. The GIS Specialist will support conservation GIS projects across Long Island by acquiring, processing, and organizing spatial and non-spatial data, providing QA/QC assistance, running spatial analyses, documenting methods, and producing a range of cartographic products. The GIS Specialist will also support GIS projects at the state level, including the development of a statewide decision-support tool to help guide conservation strategies. In addition, the GIS Specialist will help build and manage the set of GIS base data on the server, which will include creating layer files, documenting data sources, writing metadata, and maintaining data licenses. The GIS Specialist will disseminate data and map products to Conservancy staff and external audiences in variety of digital and printed formats.

This description is not designed to be a complete list of all duties and responsibilities required for this job. In addition, there may be expectations for work outside of the local business unit.

RESPONSIBILITIES AND SCOPE:
- Creates new datasets using GPS, digitizing, and remote sensing techniques
- Creates maps, presentations, and other graphic products
- Assembles spatial databases and completes geoprocessing operations
- Performs basic to advanced spatial analyses of vector and raster data
- Maintains and updates base data layers on GIS server, and prepares data for use in web-mapping applications
- Acquires and processes data sets derived from a wide range of sources and formats
- Documents data sources, methodologies, and produces written reports

- Provides general GIS technical support for staff utilizing GIS for map production or analysis
- Produces map templates, layer files, and other cartographic tools to improve ease of map production
- Assists with project related support and analytical tasks
- Reviews field data, other spatial datasets, and GIS layers for quality assurance and quality control
- Builds relationships with partners to improve information sharing
- Acts as a liaison to partner organizations, government agencies, and universities to help locate the best available data
- Performs field work occasionally to collect project-specific GIS data
- Ensures integrity of both data collection and management relating to conservation projects and project statistics
- Works and communicates effectively with a diverse group of people, including scientists, preserve staff and others, providing and obtaining needed information
- Resolves routine issues independently

MINIMUM QUALIFICATIONS:
- BA/BS or Associates degree in related field and 2 years related experience, or equivalent combination of education and experience.
- Experience managing, maintaining and populating databases and manual files.
- Experience with producing maps and/or other graphic products and reports and operating GIS software.
- Experience analyzing, building, populating and producing reports from databases.
- Experience with Microsoft Word, Excel, Access and web browsers.

PREFERRED KNOWLEDGE, SKILLS, and ABILITIES:
- 2-3 years related work experience or equivalent combination of education and experience
- Ability to perform administrative duties emphasizing detail-oriented and numerical tasks including data entry; strong organizational skills
- Spatial and non-spatial database management skills including maintaining and populating databases, performing queries, and developing reports and forms
- Strong background with conservation applications of GIS
- Communicating clearly via written, oral and graphical means
- Ability to manipulate, analyze and interpret spatial and non-spatial data
- Experience with metadata development and documentation of analytical methods
- Strong skills with ArcGIS 10.x and Spatial Analyst

TO APPLY:
Visit http://www.nature.org/careers and search for Job ID# 44548
Application deadline is 11:59 pm EST on September 8, 2016.

The Nature Conservancy is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of men and women of diverse backgrounds, beliefs and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.