

Grand Traverse Regional Land Conservancy

Position Title: Land Steward: GIS and Data Management
Date Created: September 13, 2021
Reports To: Director of Stewardship
Position Status: Exempt; Full-time; Permanent; Includes Benefits
Salary Range: \$42,493 - \$59,490 [Dependent on Candidate Experience and Skills]

Job Summary: The primary objectives of this position are to maintain and develop GTRLC's GIS technology and serve as the primary steward on a portfolio of preserves and sanctuaries. Preserve responsibilities include invasive species control, volunteer workdays, trail, and infrastructure maintenance. This employee will also focus on developing relationships with community and professional partners.

DUTIES AND RESPONSIBILITIES:

GIS (30%)

- Administer the creation and long term maintenance of GTRLC's geographic data structure
- Advance GTRLC's use of GIS and related technologies
- Create maps and apps to assist staff in data collection and interpretation
- Ensure geographic data collection devices are up to date, efficient, and functioning properly
- Standardize and curate geographic data
- Assist in training staff to use GIS technology
- Troubleshoot issues with GIS technology
- Assist in the creation of maps for publication and outreach materials as necessary

Team Duties (20%)

- Work with the Stewardship team and Land team on the formation of current and future projects, and also addressing issues associated with Preserves and other protected lands.
- Participate as a member of the Stewardship Team by providing ideas for program development, improvement, and setting priorities.
- Organize and assist with stewardship databases, files, and records.
- Participate in networking opportunities with other natural resource professionals for idea-sharing and resource pooling.
- Coordination and assistance with volunteer events on Preserves and other protected lands.
- Participate in developing and achieving stewardship goals of the Grand Traverse Regional Land Conservancy.
- Participate in the development and implementation of stewardship policies and procedures.
- Provide support to other members of the Stewardship Team through idea sharing, peer review, and mentoring.
- Work with the Stewardship team to assess team growth, function, and workload balance.
- Assist other departments necessary

Preserve Stewardship (20%)

- Manage a portfolio of Nature Preserves and Sanctuaries
- Develop and update management plans for protected lands
- Provide project management including soliciting contractors/designers concerning project cost, staffing, scheduling, and performance
- Provide/organize preserve maintenance, trail maintenance and construction, and infrastructure maintenance including installing signs, kiosks, fences, etc.
- Conduct ecological restoration projects, including invasive species removal
- Establish the location of and marking of Nature Preserve boundaries
- Work with, lead, manage, and cultivate positive relationships with volunteer preserve stewards and workday participants
- Receive and respond to questions about hunting and other activities on designated Preserves
- Conduct annual Preserve monitoring

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Community Assist Stewardship (15%)

- Manage a portfolio of Community Assist projects
- Assist local units of government with the creation and implementation of management plans
- Develop recreational assets and coordinate contractor activities
- Work with, lead, manage, and cultivate positive relationships with volunteer preserve stewards
- Provide invasive species monitoring and direct control efforts as resources allow
- Provide management assistance to project partners when the need arises and resources allow
- Other activities as outlined in the respective management plan

Public Partnerships (15%)

- Develop strategic partnerships which may open doors to funding opportunities, free-flow of stewardship information and ideas
- Guide partners to help them develop their capacity, particularly to strengthen their ability to partner with us
- Participate in partner meetings, staff training, and other events as necessary

Supervisory Responsibilities: May supervise volunteer work crews, seasonal employees, and contractors.

Work Environment: Office hours are Monday through Friday from 9 a.m. – 5:00 p.m. with flexible schedule options. Ability and willingness to work evenings and weekends.

Physical Factors: Ability to work both indoors and outdoors, to carry necessary equipment and supplies, and occasionally work long hours in rough terrain and possibly inclement weather.

QUALIFICATIONS:

- B.S. in biological sciences or natural resources preferred
- B.S. in geographic information systems or related field preferred
- Ability to effectively supervise, mentor, and coordinate the work of others
- Field experience and a willingness and ability to work long hours in strenuous outdoor conditions
- Experience working with volunteers
- Demonstrated ability to self-motivate and be able to accomplish daily tasks without direct supervision
- Excellent written and verbal communication skills
- Computer literacy, with GIS, mapping, and database experience
- Valid drivers license and reliable transportation

Compensation Package:

The Conservancy strives to provide fair compensation which is considerate of individual roles and responsibilities, market competitive, internally equitable, and reflective of individual performance and contribution. Annual evaluations and merit increases are based on performance. The Conservancy offers a robust benefits package including, paid vacation, sick and personal time, employer-sponsored retirement plan, health, dental, and vision insurance, and life and disability insurance.

To Apply:

Email a cover letter, resume, and references to Office Manager Drew Broadway at dbroadway@gtrlc.org
Application materials received by September 30, 2021, will be given first consideration.

This position is subject to a background check.