



American Bird Conservancy GIS Coordinator

Title: GIS Coordinator
Supervisor: ABC Central Regional Director
Location: Remote
Salary: \$80,000; Based on experience

Submission Deadline: May 31, 2024

Position Summary:

The mission of American Bird Conservancy (ABC) is to conserve birds and their habitats – the places birds need to thrive – across the Americas. We are a growing group of 140+ dedicated staff, located across the United States and with a network of partners from Canada to Chile. Each year, we grow in budget and staff, and we deliver more results aimed at preventing bird species extinctions and reversing declines that are reducing populations of nearly all bird groups. Our work is guided by our principles, which include a commitment to Justice, Equity, Diversity, and Inclusion (JEDI).

The GIS Coordinator provides Geographic Information Systems (GIS) leadership by coordinating and providing oversight for GIS activities for all ABC Divisions with a priority on the ABC Regional Program. The GIS Coordinator role is responsible for providing technical expertise and supervision of day-to-day implementation and operation of the GIS in alignment with organizational objectives by designing creative, flexible, and systematic solutions for our growing conservation organization. The GIS Coordinator, working with the ABC GIS Team, is responsible for coordinating GIS activities by:

- Assessing ABC-wide GIS needs, with a priority on the ABC Regional Program
- Supporting ABC-wide strategic planning and organizing ABC's spatial data system development, including developing a GIS plan for the organization
- Facilitating GIS training for ABC staff
- Providing training and planning to move ABC spatial data into centralized database location
- Working with and coordinating the work of GIS vendors and other GIS management activities.

Primary Duties:

Duties will include, but are not limited to, the following:

- Develop a strategic plan for GIS within ABC with the support of the ABC GIS Team.

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- Manage GIS resources, and confer and coordinate with ABC divisions and ABC staff that utilize GIS to determine needs.
- Coordinate GIS efforts throughout ABC; integrate GIS data development processes between divisions; develop and manage programs to provide GIS resources to departments; manage central GIS data repository including organization, developing standard organization-wide protocols, maintenance, and quality control.
- Assure that GIS projects meet ABC planning and project tracking objectives by working with divisions to develop project objectives and scope of work; analyze progress of GIS projects; recommend and coordinate corrective actions; report on performance and status of GIS projects.
- Serve as coordinator of the ABC GIS Team.
- Coordinate with ABC's partner agencies and organizations where necessary to meet GIS needs of partnership-based conservation work.
- Serve as a technical resource to ABC divisions, including: assistance and training in the use of GIS data and systems; troubleshooting; advising on GIS product generation (e.g. spatial analyses, mapping, app development, story maps) and data creation/management (e.g. databases, workflows, data extraction); and providing support for GIS software, databases, and other related applications.
- Facilitate GIS training opportunities for ABC staff, including development of onboarding requirements for GIS users, identification of training resources available to staff, and development of custom trainings (e.g. workshops, webinars) as needed.
- Automate manual GIS processes using geoprocessing models, Model Builder, and Python scripting.
- Develop, maintain, and update current data, generate maps, tables, and queries and maintain base maps.
- Monitor trends in GIS technology and recommend planning and operating improvements. Attend and participate in professional group meetings, seminars, and trainings in order to stay abreast of new trends and innovations in the field of geographic information systems technology.
- Perform related duties as assigned.

Supervision Received and Exercised:

The GIS Coordinator reports to the Central Regional Director and receives general guidance and support from the ABC GIS Team. In the future, supervision of seasonal, part-time, and full-time support staff may be required.



Position Requirements:

- Ability to use multiple forms of GIS software and GPS hardware, including ESRI applications, Avenza, Google Maps/Earth, and online resources to assist design and coordination of regional and site level conservation efforts.
- Knowledge of other applications such as Google Earth Engine, GRASS, and QGIS are preferred but not required
- Proficient in programmatic leadership, including networking, organizational skills, and interpersonal skills to work in a team setting and to direct or engage staff, partners, and contractors.
- Proficient in the use of Microsoft Suite and additional database management applications.
- Professionally represent ABC at various meetings of technical organizations, conferences and symposiums, interagency meetings, and public forums as needed.
- Experience with application/management of GIS in the conservation community, especially the wildlife and bird conservation community, is preferred but not required.

Benefits:

- Benefits include medical, dental, flexible spending accounts, and supplemental health insurance policies; including vision.
- Paid vacation days, holidays (10+), sick leave, retirement savings with employer match, life insurance, parental leave, and Verizon cell service discount.
- Forestry equipment/office expenses covered.
- Pre-approved professional training and workshop expenses covered.
- Lodging and meals covered for work related travel.
- Rental vehicle or personal mileage reimbursement, if partner vehicles are unavailable.

Minimum Qualifications:

Ability to:

- Proficiently use ESRI software suite, including ArcGIS Desktop, ArcGIS Pro, ArcGIS Online, ArcGIS Enterprise and Portal, and implementing GIS web applications.
- Proficiently use common GIS analysis tools, including ArcGIS Model Builder or Python scripting.
- Translate technical concepts and terminology in terms understandable to non-GIS users.
- Make decisions based on factual data, and to evaluate progress or success of computerized projects and systems.
- Handle multiple projects and responsibilities simultaneously while meeting deadlines.
- Work independently and efficiently with minimal supervision.
- Pay close attention to detail and carry tasks to completion.
- Communicate clearly and concisely, orally and in writing.



Education and Experience:

- Any combination of training, certification or coursework in GIS, geography or a related field that would provide the knowledge, skills and abilities would qualify:
- Education:
 - Bachelor's degree or higher (M.S. preferred) in Geography, Information Management, Computer Science, Wildlife Management, or a related field, with emphasis in GIS. An understanding of conservation implementation, habitat management, ornithology, forestry, and wildlife biology is also preferred.
- Experience:
 - Two (2) years of experience operating, implementing, and maintaining automated mapping and/or Geographic Information Systems.

License and/or Certificate

License:

- Possession of an appropriate, valid driver's license at the time of appointment, to be maintained as a condition of continued employment.

To Apply:

Please apply online at [Paylocity](#).

Please submit a resume, a cover letter, and examples of work products. This may include links to online examples of GIS work, electronic copies of mapping projects, descriptions of database projects, or any recent publications or presentations.

If you have any difficulties uploading your resume, cover letter, and examples of work products, then please send them as ONE document to HR@abcbirds.org.

At American Bird Conservancy, we believe that a diversity of backgrounds, perspectives, and skills makes us more effective. We are committed to creating a respectful and inclusive work environment for all of our employees.

As an equal opportunity employer, ABC is committed to ensuring that employees and applicants for employment have equal opportunities regardless of race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, or any other factor unrelated to the requirements of the position.