

SONOMA LAND TRUST

SONOMA LAND TRUST
(www.sonomalandtrust.org)
Job Announcement

Seeking: GIS Manager (part time)
Availability: August 2011

ABOUT THE ORGANIZATION

Sonoma Land Trust is a non-profit, non-governmental land conservancy founded in 1976 with an office in Santa Rosa and a current staff of 20 people. Its mission is to protect the signature landscapes of Sonoma County, California. Sonoma Land Trust has an ongoing land acquisition program and currently owns 16 properties and holds 39 conservation easements. The Land Trust makes extensive use of volunteers and works in partnership with the Sonoma County Agricultural Protection and Open Space District and other governmental agencies and nonprofit organizations to accomplish its mission.

ABOUT THE GIS PROGRAM

The GIS program is an integral part of Sonoma Land Trust's planning, research and communications efforts. Currently the GIS shop includes seven workstations running ESRI ArcGIS software (including ArcPad, ArcView and ArcInfo), four GPS units (Trimble and Garmin), and a GIS Library of spatial data focused on Sonoma County as well as more than one hundred specific properties.

THE POSITION: Sonoma Land Trust is seeking a part-time **GIS Manager** to oversee all aspects of the GIS program. The GIS Manager will report to the Conservation Easement Stewardship Manager and will work closely with staff from the acquisition, stewardship and communications teams.

Job Duties/Responsibilities:

- Produce maps for conservation planning, property research, communication materials, and other projects
- Keep the GIS program current and at a capacity that can support the organization's map-related needs
- Manage the GIS program, including budgeting, planning, and overseeing GIS and map users
- Secure grants to help reduce program costs
- Maintain GIS-related software, hardware and supplies for all GIS workstations including GPS units and large format plotter
- Maintain GIS data library, including quality control and keeping data current
- Participate in regional conservation planning efforts as needed

Qualifications and Requirements:

The ideal candidate will have:

- Ability to work independently
- Demonstrated abilities to prioritize assignments, multi-task effectively, meet deadlines and maintain an attention to detail in a fast-paced environment

SONOMA LAND TRUST

- Ability to work cooperatively with a number of staff and external parties, sometimes under pressure, in order to complete tasks in a timely manner
- Flexibility, creativity and sense of humor

Other requirements include:

- Bachelor's degree in geography, conservation planning or GIS and at least 3 years related work experience as a GIS technician or manager, or equivalent combination of education and experience.
- Proficiency with ESRI ArcGIS software suite
- Proficiency with ArcGIS geodatabase format and a working knowledge of Microsoft Access
- Strong cartographic and data management skills
- Experience instructing and guiding GIS users with a range of skill levels
- Ability to resolve technical problems that occur with GIS-related software and hardware
- Proficiency with Microsoft Word, Excel, PowerPoint and Outlook
- A vehicle that can be used on Land Trust business
- The ability to work flexible hours including occasional weekends and evenings

Additional desired skills and experience:

- Knowledge of conservation and North Bay conservation planning a plus
- Proficiency with Google Earth Pro
- Working knowledge of Adobe InDesign
- Non-Profit work experience

COMPENSATION

The position is **20 hours per week**. Sonoma Land Trust offers competitive salary and benefits. The salary for this position will be based upon the selected candidate's experience and the salary structure of the organization.

TO APPLY: Please send a copy of your resume and a cover letter by **July 15, 2011** to staffing@sonomalandtrust.org (reference "GIS Manager" in the subject of the email) OR by mail to: **Sonoma Land Trust, Attention: Staff Recruitment • 966 Sonoma Avenue • Santa Rosa, CA 95404**