



**FOREST  
SOCIETY  
of MAINE**

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## **Conservation GIS Associate Position Announcement**

### **General Summary**

The Conservation GIS Associate supports the Forest Society of Maine's mission to conserve and steward Maine forestlands through development and management of geospatial data. They provide GIS mapping, remote sensing, and geodatabase expertise, including map production and data management and analysis. They support other FSM GIS users by managing and keeping current geospatial data for organizational use. The Conservation GIS Associate will work as part of the land conservation and stewardship team in a supportive environment to contribute to an organization with a meaningful mission. This is a full-time position that is based in our Bangor-area office with an anticipated start date of **May 1, 2023**.

### **Education & Experience**

Minimum: Bachelor's Degree in a related natural resources major such as forestry, wildlife, or environmental sciences with focus in, or proficiency and passion for Geographic Information Systems (GIS).

Preferred: 3-5 years of GIS data management, conservation organization experience, understanding of non-profit organizations

### **Desired Qualifications**

- \*Experience and skill with the use of ESRI software, including Desktop, Pro and AGOL and geoprocessing extensions.
- \*Experience and skill with Avenza Maps Pro.
- \*Experience and skill producing high quality maps for a variety of audiences.
- \*Experience managing, maintaining, and populating geospatial databases.
- \*Detail-oriented and well versed in geospatial science best practices with the ability to complete tasks to accomplish work and project goals.
- \*Ability to interact with staff and consultants with varying degrees of geospatial knowledge with a positive and open mindset.
- \*Strong organization skills with excellent attention to detail. Ability to multi-task and prioritize projects in order to effectively meet deadlines.
- \*Strong team player who can build relationships and work collaboratively across the organization and with program partners.
- \*Ability to effectively operate computers and other assigned software, including Microsoft Office, Adobe Acrobat, LANDSCAPE, Avenza Maps, and ESRI applications.
- \*Experience interpreting results and effectively and communicating (verbally and in writing) geospatial information with a wide range of people.

\*Ability to perform and consider work through a diversity, equity, and inclusion lens when needed to enhance the work product and ensure that messaging is inclusive of all users.

### **Working Conditions & Physical Demands**

The work will mostly be performed in an office environment that is not subject to extremes of noise, temperature, odor, etc. The Associate will be operating a computer and other basic office equipment. Work requires extended sitting and repetitive motion in the use of computer, keyboard, and mouse. There will be opportunities for field-based work, including in potentially adverse weather conditions, however field work will not be a regular part of the working experience.

### **Salary and Benefits**

This is a permanent, full-time position with benefits (retirement plan, health insurance, paid vacation time, and paid holidays, annually). Expected salary range will be shared following initial application screening and will be commensurate with job responsibilities and experience.

### **Application Process**

Electronic applications are preferred. Application materials should be sent to [info@fsmaine.org](mailto:info@fsmaine.org) with subject: Conservation GIS Associate,

Application Materials should include:

- 1) Cover letter (addressed to FSM Search Committee);
- 2) Resume - including the names and contact information for three references\*; and
- 3) A sample map or other cartographic product, highlighting cartographic and information sharing skills.

Applications due no later than 5 p.m. **February 28, 2023**

*\*References will not be contacted until after interview phase, which is anticipated to occur in March 2023.*

### **Equal Opportunity, Diversity, Equity, and Inclusion**

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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 Forest Society of Maine does not discriminate on the basis of race, color, sex, gender identity, national origin, age, disability, veteran status, sexual orientation or any other characteristic protected by law. We are an equal opportunity employer dedicated to creating an inclusive culture where employees from diverse backgrounds can thrive and support our mission. A copy of our Diversity, Equity, and Inclusion Policy is available upon request.

January 2023