



## **GIS/Data Specialist**

**Start Date:** Feb. 13, 2023

**Reports To:** Washington Office Trail Data Manager

**Location:** This position is 100% virtual/remote

### **Job Overview**

This virtual/remote position will be part of the Washington Office trails team, which includes the National Trail Program Lead, Assistant National Trail Program Lead, and Trail Data Manager who all work remotely. This position is a great opportunity to learn about natural resource management and assist on high priority projects that serve agency staff and partners.

The GIS/Data specialist will be working closely with the Trail Data Manager on trail and trail bridge data cleanup efforts in both the spatial (GIS) and tabular (NRM Infra database) data sets. The individual will review, edit and update the datasets prior to a data migration for these applications. This data set feeds into public facing websites, is used to report trail and trail bridge inventory, condition, and location to other agencies and many mapping applications. The focus will be updating the data that feeds required reporting to Federal Highway Administration and the Legacy Roads and Trails project funding.

### **Responsibilities and Duties**

- Work within ArcGIS managing the Trail Bridge Dataset to create a spatial layer of trail bridge locations.
- Work with Washington Office trail team to update and edit spatial and tabular data for trails and trail bridges in the database of record.
- Update data-related webpages to be more user-friendly.
- Assist with other data related projects as they arise.

No travel will be required for this position

### **Qualifications**

- 3<sup>rd</sup> or 4<sup>th</sup> year undergraduate student, recent grads, or young professionals
  - Minimum: completed 2 years at accredited university or earned an Associate's degree or higher
  - Bachelor's or Master's Degree in environmental science, natural resources management or Geographic Information Systems preferred.

- Certificate in Geographic Information Systems required.
- Experience and Skills:
  - ArcGIS – editing, mapping
  - Data management (Microsoft Excel)
  - Database Management (Microsoft Access)
  - Website content management
  - Oracle experience preferred
  - Writing and editing
  - Problem solving