**POSITION DESCRIPTION**

**Title:** GIS ANALYST

**Exemption Status**:

**Department**: Plant Science and Conservation

**Reports to**: Director, Plant Science and Conservation

**Regular or Seasonal:** Regular

**Full-time or Part-time:** Full time

**Supervises**: No direct reports

**Position Overview:** Coordinate and implement data analysis and mapping for the Seeds of Success National Collection and the BLM Plant Conservation and Restoration Program.

**Position is located at the Boise, Idaho Office of Bureau of Land Management.**

**Responsibilities**

**In this role you will be responsible for the following:**

Provide GIS support for the Seeds of Success national native seed collection program and the Bureau of Land Management national Plant Conservation and Restoration Program through a variety of tasks, including:

1. Creating and maintaining Esri tools such as Survey 123 forms, Field Maps, and Dashboards
2. Performing quality control on native seed collection data
3. Designing and developing maps and graphics for a variety of audiences and formats (e.g., presentations, reports, handouts)
4. Training field technicians on field usage of Esri suite
5. Performing geospatial analyses and modelling at a national scope to inform efforts toward native plant conservation and restoration
6. Collaborating within the Bureau of Land Management as well as with other federal agencies, non-profits, and plant conservation organizations on higher-level GIS efforts

**Key Cooperative Relationships:**

Botanic Garden and BLM staff; SOS cooperators; CLM interns and technicians for SOS; federal, state and regional land managers; conservation, stewardship and restoration groups.

**Key Garden competencies/behaviors desired:**

* Communicates in a manner that gains the trust and support of others at all levels.
* Works effectively with others despite differences of opinion and style; builds alliances.
* Has a tolerance for opposing points of view.
* Strives for collaboration. Works cooperatively, as a positive contributor to the team.
* Demonstrates a positive attitude and shows kindness in all workplace interactions.
* Makes decisions appropriate for level of responsibility.
* Can effectively adapt to change; can shift gears comfortably; is flexible, and embraces change with a “can-do” attitude.
* Is self-aware; knows personal strengths and weaknesses; seeks feedback and is open to negative feedback as an opportunity for improvement.
* Is cool under pressure; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; is a settling influence during a crisis.
* Recognizes problems, constructively identifies and articulates solutions.
* Picks up garbage when it is seen on Garden grounds regardless of position.
* Follows safety guidelines to ensure a safe working environment and consistently demonstrates safe work behaviors.
* Is welcoming of new hires.

**Qualifications  
Our ideal candidate will have the following:**

***Required Qualifications***

Bachelor’s degree in ecology, botany, biology, geographic information systems, geography, cartography or equivalent with appropriate experience. GIS experience, including spatial analysis, database management, use of the Esri suite, including ArcGIS online, ArcGIS Pro, ArcMap, Survey 123, and Field Maps. Cartographic design skills, ability to tell a story through maps and visualizations, using tools such as ArcMap, Adobe Creative Suite, PowerPoint, and Story Maps. Data management, teaching and project management experience, good organizational skills. Desire to work with volunteers and interns.  Occasional outdoor and weekend work may be involved, valid driver’s license required.

***Preferred Qualifications***

Master’s degree or GIS certification. Experience with Python. Familiarity with ecology and the environmental sciences. Knowledge of plants and seed collection.

**Physical Demands:**   
Office setting. Frequent sitting, standing, walking, bending, listening, speaking, and keyboarding. Use of office equipment including computers, telephones, copiers, scanners, and fax machines. Some requirements for lifting, pushing, or pulling items less than 30 pounds. Occasional training in outdoor settings.

**Why Apply?**   
Come work in a setting that is like no other as you support our mission: We cultivate the power of plants to sustain and enrich life. Take the first step toward being one of the employees who make the Garden one of the treasures of the Forest Preserves of Cook County. Apply today.

Please note that applicants who do not meet the required qualifications will not be considered.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

**Disclaimer**:   
The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities and qualifications required of personnel so classified.

*In accordance with Title IX of the Education Amendments Act of 1972, Chicago Botanic Garden does not discriminate on the basis of sex in its programs or activities, including in employment or admissions. Please call (847) 835-8264 to contact our Title IX Coordinator should you have questions or concerns.*