The Nature Conservancy of New York is pleased to announce an internship opportunity part time from February to April (see below for details). Should you wish to apply to this opportunity please go to nature.org/careers and in the “keywords” search box put: 42722 click on the posting and follow the system prompts to apply. NOTE: We cannot accept cover letters or resumes outside of this system so please apply via TNC’s online system as described. Details of the position are described below.

TNC New York is hiring a temporary, part-time data and information specialist who will work on three data related tasks for the NY chapter. The three projects include: 1) organizing and entering data into a Miradi database to enable management of New York’s conservation projects; 2) helping repair and organize geospatial data in the TNC New York’s GIS server; and 3) compiling and organizing online data into an Excel spreadsheet for use by TNC New York’s Climate Adaptation Toolkit and Water for Tomorrow programs. The specialist will report to the New York Science Director. This position is available for a 3-month period, from approximately February 2015 through April 2015, with flexible start and end dates. The Science Technician will be expected to work approximately 15 hours per week and work location is flexible.

The Science Technician provides research assistance to program & science tasks. S/he provides general assistance to the New York Science Director as well as the Conservation Director for Eastern New York. S/he must have the ability to manipulate, analyze and interpret data. S/he can manage time and diverse activities under deadlines while delivering quality results. S/he must demonstrate experience operating GIS software and creating maps as well as comfortable with how GIS data in Arc is structured/used. Additionally s/he must be comfortable managing other relational databases and creating other graphic products; and also demonstrate database and computer-based management experience including managing, maintaining and populating databases and manual files. S/he must also have experience with Microsoft Excel and be well organized with the flexibility to work on a variety of different projects requiring good time management and planning skills.

**Responsibilities & Scope**

**Conservation Projects into Miradi**

- Learn and understand how to use Miradi project management software
- Using a pre-determined naming convention and organization structure, transfer conservation project information from Excel Spreadsheet to Miradi
- Create a separate Miradi project file for each conservation project and populate various fields include short, mid, and long term objectives, project milestones, among others to be determined by Director of Science

**Updating and Cleaning up GIS server database**

- Repair broken data links for existing layers and correct symbology for existing layers
- Import new data as needed in the SDE database and creating layer files for ease of use
- Remove any duplicate datasets/layers
- Create an inventory of the data in the server in a spreadsheet

**Online to Excel data management**

- Research online street addresses and lat/long locations for a list of businesses and other facilities.
- Run reports on companies using the WWF/DEG online Water Risk Filter tool
- Compile and transpose the results into a spreadsheet for future use for conservation projects

**Minimum Qualifications**

- Associates Degree in natural resources or environmental studies, and 6 months experience; or equivalent combination of education and experience.
- Experience managing and prioritizing tasks from multiple sources.

**Preferred Knowledge, Skills & Experience**

- Associates Degree in natural resources or environmental studies or 2-3 years related experience or equivalent combination of education and related experience preferred.
- Experience with raster and vector data (e.g., collection and management);
- Experience with ArcGIS 10.2;
- Experience with Excel and other database software;

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The Nature Conservancy is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of men and women of diverse backgrounds, beliefs and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military or veteran status or other status protected by law.
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- Familiarity with Miradi a plus but not required;
- Familiarity with conservation and conservation information;
- Interest in natural resource management and conservation;
- Ability to work independently and creatively find solutions to data and technical issues
- Excellent time management skills and ability to work remotely on a variety of tasks.

### ORGANIZATIONAL COMPETENCIES

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<thead>
<tr>
<th>Competency</th>
<th>Description</th>
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<tbody>
<tr>
<td>Communications</td>
<td>Effectively expresses messages verbally and in writing. Actively listens to others. Fosters open exchange of issues. Is timely with information.</td>
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<tr>
<td>Flexibility &amp; Innovation</td>
<td>Flexible to changing circumstances. Takes innovative approaches towards work. Takes calculated risks and makes dependable decisions in the fact of uncertainty.</td>
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<tr>
<td>Interpersonal Savvy</td>
<td>Maintains positive working relationships. Contributes to productive partnerships inside and outside the organization. Understands team member roles and values the contributions of others. Effectively deals with conflict.</td>
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<tr>
<td>Open to Learning</td>
<td>Versatile learner and committed to self-improvement. Employs strengths effectively. Willingly shares knowledge with others. Seeks coaching on areas needing improvement. Adjusts behavior/performance as needed. Views mistakes as learning opportunities.</td>
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<tr>
<td>Organizational Awareness</td>
<td>Understands the basics of our business. Knows how local job relates to the big picture &amp; contributes to the overall strategy. Knows how/why things work inside TNC. Easily moves through internal networks and channels for success.</td>
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<tr>
<td>Produces Results</td>
<td>Takes Initiative. Focuses on priorities. Strives for excellence. Is dependable and accountable for results. Persistent in the face of obstacles and meets deadlines.</td>
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This description is not designed to be a complete list of all duties and responsibilities required for this job.