



Position Description **Environmental Programs Technician**

This Position Description covers the title of Environmental Programs Technician for the Southwestern Illinois Resource Conservation & Development, which is located in Mascoutah, Illinois. The primary role of the Environmental Programs Technician will be to support staff in completing a diversity of environmental projects within the seven-county metro east region. This will include managing and displaying GIS data, preparing written reports, research and planning/conducting public outreach events.

Work will be focused towards the organization's two program areas: the "conservation of open space" and "fostering livable and sustainable communities". The selected candidate will therefore possess a natural resource, geographic, biological, or similar background. A Bachelor of Science in Geography, Natural Resources, Environmental Sciences, or similar is highly desired. Equivalent work experience may be considered.

The selected candidate will have a working knowledge of ESRI ArcGIS software, including ArcGIS 10.x. A significant portion of the work associated with this position will evolve around collecting, digitizing, storing, analyzing, and displaying GIS data layers. Data will be focused on natural resources, including soils, contours, and land cover. Additional municipal data will be layered with resource data for analysis purposes. Prior experience in managing databases, Excel or Access, is highly desired.

The selected candidate will also possess strong writing skills, and will be prepared to present prior examples of reports that (s)he has created. Writing will be focused towards sustainability of the region's environmental resources, so prior experience in preparing reports of this nature will be given greatest consideration. Fluency in Microsoft WORD is highly desired.

The selected candidate will also possess prior research skills, both through the internet, as well as through review of historical documents. (S)he will provide representative examples of prior research that they have conducted and subsequently incorporated into documents and/or presentations.

The selected candidate must be capable of working in a team environment, providing support to multiple members of the team and multiple projects

simultaneously. Strong organization skills, time management and communication are all essential to be successful in this position.

Application Process:

Interested applicants should submit the following for consideration:

- Resume, not to exceed three pages
- References (minimum of three), not to exceed one page
- Cover Letter, not to exceed two pages, which includes specific responses to the following questions:
 - Why you are interested in working for a nonprofit organization?
 - Why have you chosen your particular field of study?
 - Which of the above-referenced qualifications are your strengths?
 - Which of the above-referenced qualifications are you weakest in?
 - How do you think your skills will benefit the organization's mission?

The above-referenced information may be submitted for consideration in the following format(s):

1. Information may be submitted via email in a total file size not to exceed 5mb. Attachments should be clearly labeled as resume, references, cover letter, etc. Email to: dave.eustis@swircd.org
2. Information may be submitted in paper format to: Southwestern Illinois Resource Conservation and Development, 406 East Main Street, Mascoutah, Illinois 62258.

Position will remain posted until filled. Qualified candidates will be contacted for further consideration. Southwestern Illinois Resource Conservation & Development is an Equal Opportunity Employer.