

Title: Springs Stewardship Institute Data Technician

Department: Ecology and Conservation

Status: Non Exempt, Part-time, Hourly, Temporary, Project-Specific

Supervisor: Jeri Ledbetter – SSI Project Manager

Background: The Springs Stewardship Institute (SSI) is a global initiative of the Museum of Northern Arizona. SSI was established to improve our understanding of springs ecology, to educate the public and resource managers about the importance of springs stewardship, and to partner with other organizations, agencies, tribes, and researchers who are working to protect these important and highly threatened ecosystems.

Position Description:

This position requires a hard-working, motivated individual with excellent computer skills and an interest in resource management, springs ecosystem ecology, and springs-dependent species for a part-time, temporary data technician position.. We are looking for someone who is passionate about natural resources, and comfortable working with invertebrate and plant specimens. The ideal candidate will be able to work independently, but readily seeks guidance and looks forward to learning new skills. Responsibilities will include (but are not limited to)

- Data entry and springs information management
- Basic georeferencing and GIS tasks
- Springs inventory and assessment
- Volunteer coordination
- Communication with current and potential collaborators across the desert southwest
- Basic office administrative and organizational tasks

Requirements:

- Degree in natural sciences or data management, and/or experience or interest in a natural science-related field
- Experience with relational database management
- Experience with springs inventory and assessment
- Excellent written and verbal communication skills in English and Spanish
- Well-organized and detail-oriented
- Possession of a strong work ethic and the ability to work independently and solve problems
- At times the position may involve field work, so applicant should be physically fit with experience hiking in the Southwest in rugged terrain

Desired Qualifications:

- Experience working with Springs Online database, Adobe software, and GIS software
- Knowledge of water resources issues and policy, specifically springs



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- Fluent in Spanish and English preferred
- Familiar with the Colorado Plateau region
- Familiar with springs ecosystem inventory protocols

Benefits and Compensation:

- Membership to the Museum of Northern Arizona
- Hourly wage commensurate with experience and project-specific funding
- Experience working with a local non-profit with a global focus
- Experience working with invertebrate identification and curation
- Field work in federal, Tribal, and private lands across the Southwest and the Colorado Plateau

To Apply:

Please submit a cover letter and resume to employment@musnaz.org. For more information about SSI, visit our website at www.springstewardshipinstitute.org.