



KAWARTHA LAND TRUST
Protecting the land you love.

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Conservation Data & GIS Technician

Reports to: Land Research Coordinator / Partners in Conservation Coordinator

Compensation: 40 hours/week at \$20-22/hr. depending on experience

Contract Period: May 1 to August 18, 2025

Positions: 1

Overview

Kawartha Land Trust (KLT) is a dynamic land conservation charity with an impressive track record of growth. Our mission is to care for the lands entrusted to us and help others protect the land they love in the Kawarthas. We create nature reserves for future generations by acquiring ecologically important properties and/or interests in properties. We also enhance our stewardship of the land by engaging landowners in land care initiatives through our Partners in Conservation program.

Founded in 2001, KLT protects 43 properties that include more than 7,350 acres of ecologically diverse lands, some of which include hiking trails that introduce thousands of people to nature in the Kawarthas every year. We have achieved our successes through the work of our dedicated and growing team of donors, volunteers and supporters. Together, we can ensure more natural spaces in the Kawarthas are preserved forever.

KLT works within the Treaty 20 Michi Saagiig Territory and we are dedicated to continuing to create meaningful connections and relationships with First Nations communities in our region as we build upon these connections.

Tasks and Responsibilities

The Kawartha region has a legacy of conservation action, motivated landowners with wetlands, forests, and meadows in good ecological condition, and a community of people who value and depend on nature for their quality of life. The position of Conservation Data & GIS Technician will be critical in helping to conserve habitats and wildlife in our region.

Becoming a part of this team is your opportunity to use your skills in GIS mapping and data management, communicate the importance of land stewardship on private lands, and contribute to the protection of nature in the region.

The Conservation Data & GIS Technician will primarily work in the office, on computers, and will utilize ArcGIS Pro mapping software daily to input and analyze data, and create a variety of maps to support a variety of KLT needs, from land securement to private landowner stewardship. The position will also require occasional in-field work, collecting data and supporting ecological inventory of properties.

Everyone at the Kawartha Land Trust is responsible for being a positive ambassador for our mission and vision. All staff work with volunteers, donors and the public and the ability to be a

friendly and authentic representative of our organization is very important to success in the role.

Under the direction of the Land Research Coordinator and the Partners in Conservation Coordinator, the position will perform the following duties:

- Input and organize spatial data from field inventories and open-access online sources into the KLT database to produce maps using ArcGIS Pro
- Perform basic spatial analysis in ArcGIS Pro (i.e. calculate the area of natural heritage features, identify areas of conservation importance in KLT's service area, etc.)
- Create private landowner stewardship guides in Microsoft Publisher based on ecological field inventories, photos and GIS data collected by volunteers and staff
- Proofread and edit draft stewardship guides in preparation for landowner distribution
- Contribute to the expansion of KLT's ecological information bank on species, wildlife habitats, and ecosystems for use in stewardship guides, developing clear and engaging content that is accessible to a general audience
- Participate in private land stewardship initiatives, including but not limited to ecological inventories, species-specific surveys, and tree planting
- Compile ecological data and create maps to support the development of reports, applications, and other conservation materials to advance KLT's land securement efforts

Through this work, the technician can expect to develop skills in the following areas:

- Adaptability
- Collaboration
- Communication
- Creativity and innovation
- Digital Skills
- Problem solving
- Technical skills

Required Abilities

- Practical experience using ArcGIS Pro with a good understanding of database and file organization, as well as cartographic design principles
- Ability to utilize web-based conservation science databases to interpret land characteristics and natural heritage information
- A strong attention to detail to create and edit landowner stewardship guides, ensuring a high standard of accuracy
- Strong written communication skills, with the ability to convey ecological information in a clear, engaging, and accessible manner for general audiences
- Good knowledge of biology and ecology for Ontario flora, fauna and ecosystems, including species at risk and invasive species
- Ability to carry out independent tasks in an office environment, requiring sitting and using a computer for extended periods
- Comfortable working outside in all weather conditions for extended periods, ability to navigate off-trail terrain safely
- Team player, with the ability to work effectively with staff and volunteers

Desired Level of Education and Experience

- Individuals possessing or working towards a degree or diploma in geographic information systems, natural resource management, ecological restoration, environmental science or studies, biology, or related disciplines will be considered. Relevant work experience can compensate for formal education.
- Work or personal experience showing a comfort with outdoor work, a positive attitude in adverse weather conditions, and comfort navigating off-trail is preferred. The position will require physical ability to walk long distances and carry light equipment (backpack, clipboard, tablet).
- Experience in written communication of scientific information to a general audience is ideal. A large component of this position involves creation of reports explaining ecological and geographical information to public audiences.

Beneficial Skills

- Identification skills for native and non-native Ontario flora and fauna
- Experience utilizing GIS field tools including GPS and data collection applications
- Experience using Microsoft Publisher

What level of GIS and computer experience is needed?

Our landowner stewardship guides are created using a standard map and guide template in ArcGIS Pro and MS Publisher. While general instructions are provided on creating a guide's content, the ability to navigate and use the features and functions of these programs is required and will be helpful in performing basic spatial analyses.

Additional Criteria

Due to funding requirements for this position, candidates must fit the following criteria:

- Between 15 and 30 years of age (inclusive) at the start of employment;
- A Canadian Citizen, Permanent Resident, or person on whom Refugee protection has been conferred under the Immigration and Refugee Protection Act [S.C. 2001, c. 27] *
- Legally entitled to work according to the relevant provincial/territorial legislation and regulations.

**International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or Permanent Residents.*

In addition, candidates must:

- Have a valid G2 license and access to a personal vehicle (mileage will be compensated)
- Be prepared to work occasional evenings and weekends

Orientation and Training

The Land Research Coordinator and Partners in Conservation Coordinator will provide organizational and job-specific training to the technician to ensure that they understand their roles and responsibilities, after which regular meetings will be scheduled. Day-to-day

supervision will usually be provided, however, work may be performed independently without supervision and the technician will be encouraged to take leadership on planning and executing tasks and meeting timelines.

KLT is committed to providing a safe and healthy work environment for staff, in the office and in the field.

Opportunities and Perks of the Position

- Completing work to directly support the acquisition and stewardship of lands to be protected in perpetuity; contributing to lasting conservation projects in the Kawarthas!
- Spending time outdoors in protected nature areas with access to beautiful views, high biodiversity areas and network of dedicated environmental professionals
- Opportunities to participate in surveys and fieldwork to protect/enhance habitat for species at risk and overall ecosystem health; opportunities to learn and practice application of a variety of field work protocols
- Access to training opportunities with professionals in a wide range of areas including conservation-based GIS analysis, ecological monitoring, forestry, land conservation techniques, ecosystem restoration, non-profit work and grant writing, etc.

Application Process

- Your application should include a resume and a covering letter **as one document** which specifically addresses how your skills and qualifications relate to the job tasks and responsibilities. The cover letter should be no more than one page long.
- Send application as a PDF or Word document with the following file name format: Last Name, First Name_ Conservation Data and GIS Technician).
- **Email your cover letter and resume in one document to Kawartha Land Trust at info@kawarthalandtrust.org by 12pm noon, March 9, 2025, with the subject line "Conservation Data & GIS Technician".**

Kawartha Land Trust (KLT) values diversity and inclusion and encourages applications from all qualified applicants. Accommodations for applicants with disabilities are available upon request for all aspects of the recruitment process.

Thank you for your interest in Kawartha Land Trust. Although we appreciate all applicants taking the time to express their interest in joining the Kawartha Land Trust team, only candidates selected for an interview will be contacted.

For more information on the Kawartha Land Trust please visit www.kawarthalandtrust.org