

CLARION

GIS Mapping Coordinator

Clarion Associates is a nationally recognized consulting firm specializing in zoning, community planning, sustainability and resilience, community equity, housing affordability and diversity, and historic preservation. We have offices in Denver and Chapel Hill and affiliated offices in Cincinnati and Philadelphia. We have assisted over 200 U.S. cities and counties to plan for their futures. Clarion is highly regarded as a firm that forms strong partnerships with each of our client communities. We tackle complex projects and find creative solutions that lead to adoption and implementation of our work. We are known for building public support for ambitious local planning and zoning efforts. Learn more at www.clarionassociates.com.

About the Position

We are actively seeking a full-time GIS Mapping Coordinator to serve both our Chapel Hill and Denver offices. Successful candidates should have experience and interest in the following core job skills:

- **GIS Database and File Management.** The GIS Mapping Coordinator is responsible for working with client communities to receive, collect, transmit, organize, and inventory geospatial and related data. Experience preparing, maintaining, and using ESRI geodatabases is required.
- **Cartography.** This core job skill involves development of professionally designed graphic representations of geospatial data, including maps, charts, and other graphic information displays to support the firm's planning and zoning projects. A keen eye for design is required.
- **Land Use and Zoning Analysis.** The Coordinator will prepare a wide array of geospatial analyses for planning and zoning projects, including analyses of community build-out, existing land use, future land use, zoning, natural assets, and preparation of land use scenarios, among others.
- **Drafting Technical Reports.** This position requires technical writing to explain GIS methodologies, analyses, and findings, offered to a wide variety of audiences (community residents, local government staff, community stakeholders, and elected officials).
- **Development and Management of GIS-based Public Engagement Platforms.** This core job skill involves building and managing mapping and data applications to support public engagement initiatives, including ESRI products such as StoryMaps, Dashboards, and Survey123.
- **Staying Current in Latest Cartographic and GIS-related Technologies.** The Coordinator researches new technologies and makes recommendations to the firm for software acquisition and implementation and advancement in the fields of GIS and cartography.

The Coordinator would also have the opportunity to provide other direct support for development of community plans and development codes as interested.

Strong candidates for the position:

- Are willing to work hard to help foster positive change in America's cities, counties, and regions
- Are team-oriented
- Are detail-oriented
- Have excellent writing and oral communication skills
- Are able to work on (and balance) a wide range of assignments and concurrent projects
- Have a master's degree in geography, urban planning, or a related field with a minimum of two years of professional work experience, or a bachelor's degree with a minimum of three years of professional work experience; mid-career professionals are highly encouraged to apply

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- Are proficient in ArcGIS Pro, ArcGIS Online, Word, and Excel. (Sketch-Up, InDesign, and Illustrator experience are pluses but not required)
- Are enthusiastic about planning and land-use consulting – because the work we do matters, and it changes the future

Additional “great to have,” but non-essential skills and characteristics include:

- AICP credential
- Spanish fluency
- Graphic design
- Project management experience
- Prior experience working in consulting and/or a general interest in learning the business end of consulting

Compensation and Benefits

Compensation is based on your experience and performance. The salary range for the GIS Mapping Coordinator is generally \$60,000-\$75,000.

Clarion Associates offers competitive benefits to all full-time employees, including full health insurance coverage (medical, dental, vision), 401K plan with a 3% annual employer contribution, life insurance, long-term disability insurance, ten days of PTO and eight personal days accrued annually to start (up to 20 days PTO based on tenure), eight paid holidays, coverage of AICP and other professional dues, and a variety of professional development opportunities. A combination of in-person and remote work is offered.

Equal Opportunity Employer

Clarion Associates provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, national origin, disability, genetic information, age, or any other status protected under federal, state, and/or local law. We encourage applicants with diverse backgrounds to apply.

To Apply

Please send a resume and cover letter, no more than one page each, along with a technical writing sample of no more than five pages, and two to three samples of your GIS capabilities to hiring@clarionassociates.com by **December 18, 2024**. **Submissions will be reviewed as they arrive and interviews may be scheduled prior to the scheduled application deadline.**