



10,000 YEARS INSTITUTE

watershed ecological services • www.10000yearsinstitute.org
360.301.4306 • PO Box 1081 • Forks, WA 98331

Washington Coast Restoration and Resiliency Initiative

Job Announcement

JOB TITLE:	Data Technician
DATE:	January 2024, position available until filled
STATUS:	Part or Full-time – Permanent
SALARY:	\$18 - \$25 per hour, DOQ
CONTACT:	Jill Silver, Executive Director – jsilver@10000yearsinstitute.org

OUR MISSION

10,000 Years Institute works toward community, ecological, and climate resilience in the Pacific Northwest. We evaluate the effects of human activities on natural environments – the forests, rivers, wetlands and estuaries that sustain our communities and ecosystems. We develop innovative, science-based approaches to restore ecological integrity, and promote sustainable practices in landscapes across the region.



BACKGROUND:

10,000 Years Institute (10KYI) is a 501(c)(3) non-profit organization conducting applied research, watershed ecological services, and education while providing jobs in restoration and resiliency in local watersheds. Founded in 1992, 10KYI has been developing innovative invasive species programs, restoration, and research projects along the coast of the Olympic Peninsula of Washington State for the past decade: <http://www.10000yearsinstitute.org>

10,000 Years Institute develops research and restoration projects that support diverse workforces, promote stewardship in local communities, and strengthen natural resource economies across forested ecosystems and watersheds. We appreciate that a workforce consisting of different backgrounds and experiences provides new perspectives, skills, and approaches to meeting our mission.

JOB DESCRIPTION:

10KYI is seeking highly motivated and creative applicants to fill a part to full-time (40 hrs/week) Data Technician position to manage data for a multi-year and multi-watershed research, restoration, and resiliency program. This program includes invasive plant species (IPS) removal, habitat restoration, and research projects with varied partners.

Working under grant funding with landowners from local to tribal to federal entities requires thorough and accurate reporting of activities conducted. Maintaining detailed records is essential to the efficient functioning of the organization. Our Data Technician edits, sorts, and analyzes all incoming data from the field (treatment records, field notes, GIS data, and photos) converting it into both web-based and physical files used to synthesize reports and summaries for presentation to landowners, land managers, and 10KYI project partners.

The ideal candidate for this position is self-reliant and organized, with high attention to detail, and is comfortable living in remote, rural communities.

DUTIES & RESPONSIBILITIES:

- Manage data and databases consisting of GIS and tabular field data
- Import, edit, and analyze GIS and tabular field data using ArcGIS and Excel
- Update and maintain 10KYI project and treatment records
- Ensure proper storage, back-up, and archival of 10KYI data
- Provide senior staff with tabular data for reports and grant applications
- Develop, enhance, and perform quality assurance and quality control procedures for publication of spatial and tabular data
- Provide technical support to staff for ArcGIS and Microsoft Office Suite
- Upload, label, and organize field photos
- Configure and maintain iOS and Android mobile devices for GIS and data collection applications, such as FieldMaps and Survey123
- Support research staff, when applicable

REQUIRED QUALIFICATIONS:

This position requires excellent communication, organizational, and critical thinking skills, and a high attention to detail. Closely related qualifying experience may be substituted for the required education.

- A four-year degree in natural resources, environmental science, or a related field and one (1) year of relevant experience; **OR** a two-year degree or certificate in natural resources, environmental science, or a related field and two (2) years of relevant experience
- Excellent organizational and analytical skills
- Ability to read, analyze, and interpret technical data
- Proficiency with Microsoft Office Suite
- Ability to perform quality control on data with a high attention to detail
- Proficient with basic math skills (arithmetic, unit conversions, ratios etc.)
- Capable of working on multiple projects simultaneously
- Committed to working collaboratively with 10KYI staff, crews, and the diverse scope of project partners
- Enjoys and thrives in rural communities and landscapes located in the wet coastal temperate rainforest in, and adjacent to, Olympic National Park

PREFERRED QUALIFICATIONS (not required):

- Experience with ArcGIS applications related to natural resources and/or environmental science
- Experience creating pivot tables in Microsoft Excel
- Experience creating or managing WSDA herbicide application records
- An understanding of land ownership, land use impacts, natural resource management, tribal sovereignty, state, and federal resource management agencies
- An understanding of geographic aquatic and terrestrial processes and features
- Knowledge of data collection using the latest GPS hardware and software, and data correction and control
- Knowledge of current versions of ESRI software, online tools, and 'cloud-based' techniques including various ArcGIS products, mobile apps, Spatial/3D Analyst, and related components
- Ability to perform supplemental fieldwork and ground truthing
- Ability to provide IT support

WORK ENVIRONMENT

Our work takes place in some of the most pristine wilderness in the lower 48. The plethora of biodiverse environments we work to protect and enhance here are a national treasure and are the foundation of 10,000 Years Institute's work on the Olympic Peninsula.

Our on-site duty station is our Forks, WA office. Forks is a remote, rural community in western Washington that can receive 20 inches of rain per month during the winter, and 120 - 140 inches per year. This is a full-time position with flexible scheduling offered for time off. This position may allow remote work-from-home days when appropriate to tasks at hand.

BENEFITS

We provide the following benefits:

- One hour paid time off (PTO) per 40 hours worked – for vacation and illness
- PTO for COVID vaccination and boosters (up to two weeks per year)
- PTO for family leave (up to two weeks per year)

HOW TO APPLY:

Please submit a cover letter, resume, and three references to Jill Silver at jsilver@10000yearsinstitute.org. No phone calls please.

Applications will be accepted until the position is filled.

We conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, or disability status.