



Job Position: GIS PROJECT COORDINATOR - July 2016
Reporting to Managing Director, Capital Programs

Houston Parks Board is a 501 (c)(3) non-profit organization, whose mission is to create, improve, protect and advocate for parkland in the Greater Houston region. Since its inception in 1976, the organization has raised and leveraged millions of dollars and touched at least 75 percent of the City's parkland through acquisitions and capital improvements.

Houston Parks Board has embarked on the boldest and most exciting capital project in its history: Bayou Greenways 2020. This ambitious project will significantly expand and enhance Houston's parks system by creating 150 continuous miles of linear parkland and shared-use trails along Houston's major waterways within the city limits.

More information on Houston Parks Board and Bayou Greenways 2020 is available at www.houstonparksboard.org

ESSENTIAL JOB FUNCTIONS:

- Create and administer GIS files.
- Create mapping and graphics to support projects.
- Provide general project administrative support.
- Maintain project databases.
- Use GIS to map HPB's Bayou Greenways 2020 project, from land acquisition and site development through design drawings and construction.
- Expand HPB's capabilities for developing comprehensive land use mapping in the greater Houston area.
- Develop and administer internal and public web applications.
- Other duties as assigned.

QUALIFICATIONS:

- Proficiency in ESRI ArcGIS, Microsoft Office suite, including Power Point and Access, Photoshop and other graphics software. Auto Cad preferred. Can learn new technologies, skills and software platforms/extensions quickly, with minimal oversight. Server and portal experience desired.
- Strong graphic skills and the ability to interpret conditions for map creation.
- Proficiency in non-spatial, database management systems, such as MySQL, a plus.
- Understanding of land acquisition, design and construction processes.
- Strong organizational skills and the ability to multitask and balance priorities.
- Heightened capacity, interest and experience in working with multi-disciplinary teams, with demonstrated ability to also work independently to achieve objectives. Confident and results-oriented.
- Excellent written, oral and interpersonal communication skills.
- Proven track record of good judgment, and a commitment to ethical practices and operating with the highest integrity.
- Bachelor's degree preferred.

COMPENSATION: Comprehensive benefits package, which includes competitive salary, health benefits, 403(b), sick leave, and paid vacation.

To apply for this position, email resume and a cover letter (in PDF) to resumes@houstonparksboard.org (attn: Rachel Ranta). Please reference the position in the subject line of the email.