



POSITION NOW CLOSED – FOR REFERENCE ONLY

Position Title: GIS Data Management Steward – AmeriCorps

Conservation Legacy Program: Stewards Individual Placements

Site Location: Effigy Mounds National Monument, 151 IA-76, Harpers Ferry, IA 82146

Application Due: Friday, July 3rd

Terms of Service:

- **Start Date:** 10/05/2026
- **End Date:** 02/19/2026
- **AmeriCorps Slot Classification:** 675-Hour Slot

Purpose:

Stewards Individual Placements (Stewards), a program of Conservation Legacy, provides individuals with AmeriCorps service and career internship opportunities to strengthen communities and preserve our natural resources. Participants serve with federal agencies, tribal governments, and nonprofits to provide institutional capacity, develop community relationships, and support ecosystem health. Stewards in partnership with the NPS GIS office is hosting a cohort of GIS stewards.

This GIS Data Management Steward will take on a data clean up project, processing legacy data and managing the shape files and geo databases.

Effigy Mounds National Monument is located in the rugged bluffs three miles north of Marquette, Iowa, along the Mississippi River. The 2,526-acre monument was established in 1949 to protect over 200 burial mounds in variety of shapes including effigies of bears and birds of prey. The varied mixture of forest, prairies, wetlands and rivers found today are remnants of the environment that once supported the ancient mound building cultures.

Housing with reasonable rates is available in nearby communities. Basic community information is available through the McGregor – Marquette Chamber of Commerce (<http://www.mcgreg-marq.org/site/>) and Allamakee County Tourism and Economic Development Board (<http://www.allamakeecounty.com/>) websites.

Description of Duties:

The Steward will be responsible for: (1) reviewing legacy resource datasets for source accuracy and completing metadata as necessary; (2) standardizing datasets using NPS

geodatabase templates; and (3) communicating progress and results with EFMO resources staff. Existing datasets include location data for cultural and natural resources requiring the Steward to use secure practices while working with sensitive resource data. The Steward will also make recommendations to EFMO staff regarding best management practices, including workflows for the collection of new cultural resource data. Service projects will be completed using ESRI ArcGIS software providing the Steward with training on NPS GIS data management practices and the opportunity to learn how high-quality data contributes to management decisions in a national park.

Requirements:

- United States citizen, United States national, or a lawful permanent resident alien
- Applicants must be between ages of 18-30 years old, or up to 35 for veteran, based on Public Land Corps Act of 1993 authorizing this AmeriCorps opportunity.
- Has received a high school diploma or equivalency certificate; or has not dropped out of elementary or secondary school to enroll as an AmeriCorps participant, and agrees to obtain a high school diploma or its equivalent prior to using the education award
- Agrees to provide information to establish eligibility and to complete a National Service Criminal History Check.

Preferred Qualifications

A successful candidate will have a strong foundation in GIS, be familiar with basic spatial data standards, and must be comfortable managing and editing feature classes in a geodatabase. The candidate should be proficient using ESRI ArcGIS software. Completed coursework in anthropology, archaeology, or other historical discipline is preferred, but not required. Candidates should be comfortable working independently and reaching out to the core workgroup or outside specialists as needed. Although most of the service (ca. 80-90%) will be conducted in a climate-controlled office, field work for program support activities will take place in rugged, exposed backcountry locations.

Applicants who have obtained or are pursuing a GIS degree or certificate and/or with GIS experience are preferred. Prior to starting this position, a federal government security background clearance will be required.

Our Commitment:

Conservation Legacy is committed to the full consideration of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Physical requirements may include periodic overnight travel, non-traditional work hours, ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. The ability to safely drive an organizational vehicle may also be required for some positions. If you need assistance and/or reasonable accommodation due to a disability during the application or recruiting process, please send a request to the hiring manager.

Time Requirements:

- Typically, this position is expected to serve 40 hours per week, but exact service schedules may vary. A half hour lunch break will not be counted towards AmeriCorps service
- Member may be required to participate in national, state, or local service projects or events as part of their service term.

Orientation and Training:

- Member will receive an orientation that includes training on AmeriCorps prohibited and unallowable activities.

Benefits:

- Segal AmeriCorps Education Award of \$2,817.14
- Living Allowance of \$600 per week.
- Additional Benefit of \$200 per week.

Evaluation and Reporting:

As an AmeriCorps member, performance will be evaluated on whether the member has completed the required number of hours, the member has satisfactorily completed assignments, and if the member has met other performance criteria that were clearly communicated at the beginning of the term of service.

Reporting requirements include, but are not limited to, bi-weekly timesheets and accomplishment tracking.

Supervisor Name and Contact Information:

Program Contact information: James Gasaway, jgasaway@conservationlegacy.org

Service Site Contact Information: Albert LeBeau, Albert_LeBeau@nps.gov

Conservation Legacy is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or reasonable accommodations due to a disability during the application or recruiting process, please send a request to the hiring manager.

