



POSITION NOW CLOSED – FOR REFERENCE ONLY

Position Title: GIS Cultural Resources and Web Mapping Steward – AmeriCorps

Conservation Legacy Program: Stewards Individual Placements

Site Location: National Capital Regional Office, 1100 Ohio Dr SW, Washington, DC 20242

Application Due Date: July 3, 2026

Terms of Service:

- **Start Date:** 10/5/2026
- **End Date:** 01/22/2026
- **AmeriCorps Slot Classification:** 450-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 opportunity supports the National Capital Region (NCR) Commercial Services Program by creating a comprehensive geospatial dataset and ArcGIS interface for all concession and lease locations. Concessioners and lessees are commercial entities authorized to conduct business in National Parks who also maintain NPS buildings and landscapes. The Steward will perform a variety of data collection, management, and app development tasks, culminating in deliverables that help NCR integrate contract management documents and plans into a geospatial context to provide for easier, modern, and more robust oversight of commercial operations.

Description of Duties:

Data Inventory & Mapping:

Compile inventory of concession and lease locations, including contract IDs, operation types, and associated documents, plans, inspection reports, and other non-GIS information.

Identify existing geospatial data resources, including from the NPS ArcGIS Enterprise GIS Portal, park atlas, past contractor deliverables, data clearinghouses, and other sources. Identify gaps in existing geospatial data.

Conduct field verification and GPS data collection; collect field data to address identified data gaps, capture photo documentation with standardized metadata.

Data Product Development & Integration:

Design geodatabase schema aligned with NPS Core Spatial Data Standards. Establish primary keys that allow for GIS data to align to specific concession contracts, and each contracts relevant contract documents and deliverables (ex., concessioner performance records, contract documents, etc. associated with a land assignment or building/set of buildings)

Create new geospatial content, including but not limited to new data layers, web maps, apps, forms, or dashboards. Publish content to NPS Enterprise GIS Portal.

Serve with the Division of Facility Management to link geospatial features to FMSS asset records for lifecycle management.

Build out relevant content metadata in accordance with appropriate QA/QC procedures and data validation needs; produce Data Dictionary and Metadata Catalog.

Serve with NPS Information Technology and Resources Management, Resource Management to link geospatial features to NPS documentation and data store if applicable.

Training & Knowledge Transfer:

Develop documented user guides for each NCR park unit and conduct one live training session for each NCR park on how to use existing and newly developed GIS resources.

Key Deliverables:

Depending on project progress, either

Design and build an ArcGIS web application that maps concessioner land assignments and buildings, linking each feature to centralized contract/plan documents and administrative deliverables via secure attachments and metadata. Develop a normalized geodatabase schema (e.g., by concessioner/contract ID), configure pop-ups, filters, and role-based access, and integrate with Microsoft 365 document libraries and Survey123 workflows for ongoing records intake. Document the architecture and governance, automate data refreshes with ArcGIS Pro/Python, and deliver training and a pilot deployment that can scale across multiple parks.

Create a project description and plan to assist the NPS in future efforts to complete A
Duty Station:

Teleservice in Washington, DC area (National Capital Region) with field service across parks including National Mall and Memorial Parks (NAMA), George Washington Memorial Parkway (GWMP), National Capital Parks–East (NACE), Rock Creek Park (ROCR), and Chesapeake & Ohio Canal National Historical Park (CHOH).

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

- Advanced GIS skills with Esri suite (ArcGIS Pro, geodatabases, web maps).
- Experience in geodatabase design, metadata creation, and spatial data standards.
- Strong organizational, teamwork, and communication skills; ability to serve independently after onboarding.
- Familiarity with NPS Commercial Services Program (concessions, CUAs, leasing).
- Experience linking GIS data to asset management systems (eg., Maximo).
- Knowledge of ArcGIS Portal security and data governance practices.

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 \$ 1,956.35
- Living Allowance of \$600 per week.
- Additional Benefit of \$440 per week.
- Loan forbearance if Eligible
- Interest Payments if Eligible

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: Michael Stachowicz, [Michael Stachowicz@nps.gov](mailto:Michael_Stachowicz@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.