Geographic Information System (GIS) Mapper
Chicago, IL

MALDEF is the nation's leading non-profit Latino civil rights law firm. Founded in 1968, MALDEF works to safeguard the civil rights of Latinos and to increase the community's ability to participate fully in American society. We currently seek a **Geographic Information System (GIS) Mapper** in our Chicago office to develop and maintain redistricting databases for the implementation of MALDEF's redistricting program. The GIS Mapper is responsible for gathering demographic, registration, and election data and inputting those data into Maptitude for Redistricting software.

Job Responsibilities: The GIS Mapper assists with redistricting plan development by preparing materials for meetings, presentations, and public hearings; by providing redistricting technical assistance to MALDEF Redistricting Outreach Coordinators, MALDEF attorneys, and/or community members; and by assisting the technical map submission process. In collaboration with the National Redistricting Coordinator and MALDEF GIS Mappers across the country, the Chicago GIS Mapper maintains GIS systems and redistricting databases preparing data to be used in Maptitude for Redistricting including Census and election data in designated jurisdictions of interest. Working at the direction of the National Redistricting Coordinator, the GIS Mapper develops redistricting data and maps, producing analysis and providing technical assistance to the community. If COVID19 pandemic conditions allow, may assist in redistricting training sessions across the nation either remotely or in-person. In collaboration with redistricting staff, drafts and catalogues community education materials, MALDEF redistricting plans, and analyzes and catalogs other redistricting plans. Works with Manager of Information Technology & Office Services to provide computer support for relevant redistricting program equipment.

Qualifications and Experience: Bachelor's Degree required. Must have exceptional computer skills, particularly in the Windows environment and MS Excel. Must be proficient in GIS programs; Maptitude preferred; ESRI ArcGIS at minimum. Knowledgeable of database software, such as MS Access, SPSS, or R is required. Must be able to work with large and complicated datasets including importing delimited or fixed field data files into database and GIS software and data clean up of different data sources of differing file types. (For example, converting and merging XLS and PDF data to CSV or DBF files.) The successful candidate must be able to speak Spanish with a high level of fluency, and equal proficiency in written Spanish is desirable. Must have exceptional computer maintenance skills.

Knowledge, Skills and Abilities: The successful candidate will be resourceful, punctual, and attentive to detail with a proven track record of successfully working in and with teams; and will possess the ability to communicate complicated technical details to the non-technically inclined. Due to COVID19 pandemic conditions, must have ability to work remotely with a large team across multiple time zones. If COVID19 pandemic conditions allow, the ability to perform work in an office setting, requiring ordinary physical activity; and the ability to travel frequently by automobile (including driving self to various locations) or airplane as required. Access to an automobile, a valid driver license, and auto insurance is required. Must be willing to work above and beyond the traditional Monday through Friday 9:00 a.m. to 6:00 workweek do the intense nature of the redistricting process.

Compensation: This position is funded for a maximum of 12 months. $43,650 to $58,200 per year depending upon experience. MALDEF's generous benefits package includes: employer paid medical, dental, vision for employees and their eligible dependents; short and long term disability insurance; 403(b) retirement plan with employer contribution and match; 20 days of personal time (PTO) and eleven paid holidays each year.

How to Apply: Send cover letter and resume and 3 to 5 page writing sample by email to jobs@maldef.org. For ease of processing please title your email as follows: **Your Name – CHI GIS Mapper**. Attachments should be in .doc, .docx, .rtf, .txt or .pdf format. Incomplete applications will not be considered.

Position Open Until Filled. ■ Equal Opportunity Employer

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