



GIS & Data Specialist Job Announcement

About the California Fire Safe Council:

The California Fire Safe Council (CFSC) is a 501c3 non-profit organization based in Sacramento, California. Our mission is to support community-led wildfire resilience efforts across the State of California through grant-making and education. CFSC supports a network of over 300 local Fire Safe Councils and other organizations performing critical wildfire mitigation, education, and preparedness activities in their community. CFSC administers funding from federal, state, and private sources, delivering funds to local community organizations for the planning and implementation of wildfire prevention activities such as defensible space, home hardening, fuels level management, community fire planning, and education. Since 2004, CFSC has provided more than 1,200 grants totaling more than \$140M to build a wildfire and climate-resilient California.

With the threat of wildfire looming ever-larger for many California communities, CFSC is redoubling its efforts to build strong local Fire Safe Councils and to fund and facilitate efforts in community wildfire preparedness, education, and mitigation. Through strong partnership and community-led action, CFSC builds wildfire-adapted communities throughout California.

CFSC's Values:

- Transparency, collaboration, and accountability
- Diversity, equity, inclusion, and justice
- Intentional communication
- Cultivating a team atmosphere
- Commitment to quality improvement

For additional information, please visit: cafiresafecouncil.org

Position Information:

The GIS & Data Specialist supports CFSC's mission by contributing to geospatial analysis, data visualization, and data-driven storytelling related to wildfire mitigation, preparedness, and community resilience. This role is under the supervision of the GIS & Data Manager and will work closely with cross-functional teams to maintain datasets, conduct both

qualitative & quantitative data analysis, and support the development of maps, tools, and reports that communicate CFSC's impact.

This position is grant-funded. This position is eligible for a telework arrangement. An occasional presence in the Sacramento Office and the ability to travel for in-person meetings and events are required. Reliable transportation is required, including to remote locations.

Compensation & Benefits:

Annual salary range is \$75,000-\$85,000 depending on experience. Starting salary will not exceed \$80,000.

The California Fire Safe Council is committed to supporting employee wellbeing and fostering a collaborative, flexible, mission-driven work environment.

CFSC offers a competitive benefits package that currently includes:

- Medical, dental, vision insurance contributions
- 401(k) retirement plan match
- 15 paid vacation days during first year + 2 personal days
- 13 paid holidays annually
- Flexible scheduling options & telework opportunities
- One-time onboarding stipend to support remote or hybrid workspace setup

Employee benefits may change over time based on organizational needs and budget.

Responsibilities:

The GIS & Data Specialist will frequently exercise independent judgement and discretion in matters of significance, including designing data products, shaping analysis methods, and determining tools and approaches to communicate impact.

Geospatial Analysis & Mapping

- Under the supervision of the GIS & Data Manager, the GIS & Data Specialist is responsible for:
- Conducting geospatial analysis to support wildfire mitigation, fuels treatment tracking, community capacity assessments, and other CFSC initiatives.
- Maintaining and updating geospatial datasets, including creating and editing layers, feature classes, feature datasets, geodatabases, and metadata.

- Designing and producing high-quality maps (static and interactive) and dashboards for reports, presentations, and web-based platforms.
- Assisting with spatial methodologies to track and evaluate CFSC's programmatic impacts across the state.
- **Data Management & Mixed-Methods Analysis**
- Managing, cleaning, and analyzing non-spatial data, including both quantitative metrics (e.g., program outputs, performance indicators) and qualitative data (e.g., survey responses, grantee progress reports).
- Coding and synthesizing qualitative findings to support storytelling and program evaluation.
- Assisting in integrating spatial and non-spatial data for comprehensive, mixed-methods program analysis.
- Supporting the development and maintenance of standardized data collection tools, templates, and data dictionaries.
- Developing a basic understanding of relational database management under the guidance of the GIS & Data Manager.

Visualization, Reporting, and Communication

- Supporting the creation of charts, maps, infographics, and dashboards that effectively communicate program results and impact.
- Contributing data and visuals to internal reports, public communications, and grant deliverables.
- Ensuring that data visualizations are accessible, accurate, and aligned with CFSC branding and messaging in coordination with the Communications team.
- Collaborating with the Communications and Development teams to translate technical data into audience-appropriate formats.

Other

- Responding to ad hoc mapping and data analysis requests from internal teams.
- Supporting trainings, meetings, and stakeholder engagement efforts.
- Contributing to cross-department initiatives and special projects.
- Contributing to additional projects or tasks as needed to support the organization's operations as requested.

Qualifications:

- Bachelor's degree in Geography, Environmental Science, Data Science, Planning, Geographic Information Systems, or related field; 2 years of relevant experience in GIS and/or data analysis in a nonprofit, government, or research setting; or equivalent combination of education and experience.
- Proficiency in geospatial data collection, analysis, and visualization using GIS software.
- Experience using the ESRI suite with proficiency in ArcGIS Pro.
- Strong knowledge of ArcGIS Online, web mapping, and online data storage.
- Familiarity with GIS data management tasks, such as data editing, conversion, quality control, and metadata maintenance.
- Basic knowledge of cartographic principles including map design, coordinate systems and projections, and scale.
- Familiarity with relational databases for spatial and non-spatial data management and manipulation.
- Ability to produce clear, accurate maps and spatial data visualizations for both internal and external audiences.
- Strong communications and writing skills, especially in translating technical outputs for non-technical audiences.
- Ability to work effectively on a team, respond to feedback, and take initiative on assigned tasks.
- Familiarity with nonprofit grant management and program lifecycle including grant application, award administration, and close-out.
- Experience in community-scale wildfire resilience and outreach is highly desirable.
- Access to reliable transportation for occasional travel to conferences, meetings, and site visits, including remote locations.
- Proficiency in Microsoft Office programs.

How to Apply:

To apply, please email your **cover letter and resume** to gcatlin@cafiresafecouncil.org . In your cover letter, please describe how your prior work experience meets the responsibilities and qualifications of the position.

Priority will be given to applications received by May 1, 2026. Applications will be reviewed on a rolling basis until the position is filled.

Equal Opportunity Employer:

The California Fire Safe Council is an equal opportunity employer and encourages applicants from all backgrounds, communities, and experiences to apply.