

GIS & Mapping Specialist

Location: Winnipeg, MB (on-site)

Full-time, Permanent

ABOUT HTFC

HTFC Planning & Design works where people, land, and design meet. Our team brings together planners, landscape architects, and technical specialists to support communities in shaping meaningful, lasting relationships with the land. We've partnered with Indigenous, rural, urban, and northern communities for more than 50 years, on projects grounded in respect, curiosity, and collaboration. Each project is an opportunity to learn, listen, and work in ways that reflect local priorities and connections to place. Learn more about us at: htfc.ca or on social media: @htfcwpg (Instagram, Facebook and LinkedIn).

ABOUT THE ROLE

The GIS & Mapping Specialist plays an important role in bringing stories, data, and landscapes to life through mapping. This permanent full-time position supports HTFC's planning and design teams by managing GIS data, creating clear and accurate maps, and helping staff integrate spatial tools into their everyday work.

It's a role for someone who enjoys both technical precision and creative problem-solving — someone who values working as part of a team and sees mapping as a way to communicate ideas and relationships, not just information.

You'll support planners and designers across a range of projects, occasionally travel to communities within Manitoba, Saskatchewan, or Ontario (typically 1–4 days per trip), and contribute to building GIS capacity for HTFC and our community partners.

KEY RESPONSIBILITIES

- Organize and maintain HTFC's GIS database.
- Produce clear, accurate, high-quality maps and visual materials for reports, presentations, and community engagement.
- Support planners and designers with mapping, analysis, and data requests.
- Maintain data integrity, version control, and metadata for all GIS layers.
- Prepare base maps and fieldwork tools for planning and design projects.
- Coordinate with project leads to ensure mapping products meet client needs.
- Provide mentorship and support to staff and partner community members learning GIS tools.
- Contribute to HTFC's collaborative, interdisciplinary team culture.

WHAT YOU BRING

Must-Haves:

- Proficiency with ArcGIS Pro (and related ESRI applications).
- Strong understanding of cartographic principles and attention to visual quality.
- Excellent organization, communication, and collaboration skills.
- Strong work ethic and high efficiency.
- Ability to manage multiple projects and meet deadlines.
- Comfort working respectfully with Indigenous, rural, and remote communities.

Nice-to-Haves:

- Background or experience in planning, design, geography, environment, communication, Indigenous studies, natural resources etc.
- Familiarity with CAD, Adobe Creative Suite, or report layout/design.
- Experience mentoring others in GIS or supporting community capacity-building.
- Knowledge of Indigenous languages or cultures.
- Familiarity with past versions of ESRI GIS software (e.g. ArcGIS for Desktop, ArcMap).

WHY WORK WITH HTFC

HTFC offers a flexible and supportive workplace where learning and professional growth are part of everyday work. You'll join a hard-working collaborative team that values curiosity, mentorship, and shared success.

We provide an excellent health and life insurance package, ongoing professional development support, and opportunities to work on a diverse range of projects that make a real difference.

Our office is located in Winnipeg's East Exchange District, a bright, creative space equipped with fitness facilities, showers, and secure bike storage, with easy access to the river walk and public transit.

DETAILS & HOW TO APPLY

Location: On-site in Winnipeg, MB (remote work (one day per week) available after first year of employment).

Salary: To be confirmed with the applicant based on their level of experience.

Applications will be reviewed on a rolling basis until **Wednesday, November 12, 2025, at 11:59p.m.**

Apply by Email: Send your résumé and a brief cover letter (and portfolio, if available) to employment@htfc.ca with "GIS & Mapping Specialist Application" in the subject line.

HTFC is committed to equity and inclusion in our hiring practices. We strongly encourage applications from Indigenous candidates and individuals from diverse backgrounds. We value lived experience, community knowledge, and willingness to learn alongside formal education or training. If you require accommodations at any stage of the recruitment process, please contact: employment@htfc.ca