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**Position:** Program Coordinator  
**Reports to:** Trail Program Manager

**Date:** December 2019  
**FLSA:** Exempt

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### **Position Summary**

The New York-New Jersey Trail Conference is seeking a Program Coordinator (PC) to support our program in partnership with local land managers, partner organizations, and volunteer leaders. This position will serve as the Trail Conference's primary liaison in the region they are assigned to represent. They will provide support for projects, advisement on challenges, facilitation for meetings, and training opportunities for trail-related skills. The position will report to the Trail Program Manager and work closely with Trail Conference staff and volunteers, as well as numerous partner agencies.

### **Responsibilities**

#### *Volunteer Support*

Serve as liaison between volunteer leaders and park managers, ensuring that both parties have what they need to accomplish good work on the ground. Assume responsibility for volunteer relations in the state, ensuring that Trail Chairs, Supervisors, Crew Chiefs, and other volunteers fulfill their responsibilities and have positive working relationships with the Trail Conference. Facilitate volunteer expense reimbursements and other required paperwork. Work with the appropriate Regional Trails Council to develop agendas, present, and facilitate meetings.

#### *Event Coordination*

Work with the Communications team to post web alerts and articles for online and print media. Collaborate with the Engagement team to coordinate all workshops and events in the state, as well as design and deliver presentations to businesses, partner organizations, and other stakeholders at the local level.

#### *Local Partnerships*

Develop and maintain relationships with local land managers on federal, state, county, municipal, and local scales.

#### *Trail Projects*

Support the work of volunteer leaders and volunteer trail crews by providing support for trail improvement projects such as minor relocations, bridge construction, scout project facilitation, etc. Work with Field Manager staff to create training opportunities for volunteers and offer support to partners when needed.

#### *Grant Applications and Reports*

Cooperate with the Development team to prepare grant applications describing regional needs, project timelines, and expected deliverables. Prepare final reports based on the outcomes of past grant awards.

### *Other Tasks*

Stand ready to assist with projects and initiatives as needed. PCs cover a wide territory and are often considered the go-to experts on matters impacting their region, so must be able to collaborate with fellow staff, volunteers, and partners as necessary.

### **Qualifications**

- Bachelor's degree or equivalent experience.
- Minimum of two years of relevant professional experience or five years of substantial volunteer experience.
- Experience working with volunteer, field staff, agency personnel, contractors, recreational trail users and other stakeholders.
- Must be a self-starter, able to prioritize, to handle multiple tasks and projects across a diverse region, use good judgment and offer recommendations to solve problems.
- Ability and willingness to travel and work a variable schedule including evenings and weekends.
- Proficient using Microsoft Office.
- The ability to hike on backcountry trails and perform physical trail work and travel off-trail when scouting or planning trail routes.
- Ability to work alongside volunteers using a variety of trail tools.
- Valid driver's license and insurance.
- Reside within commuting distance of Mahwah, N.J.

### **Desirable Qualifications**

- Trail design, construction, and maintenance skills.
- Experience in recruiting, training, and managing volunteers.
- Experience in community organizing and advocacy.
- Familiarity with land use regulations and procedures.
- Certification and/or proficiency in technical skills such chainsaw operation, wilderness medical training, and GIS.
- Experience working with youth and/or in trail or environmental work, environmental education, backcountry travel, or service learning.
- Success in supervising permanent and seasonal employees.
- Experience in natural resource management, outdoor recreation, landscape design, planning, public administration, environmental education, or related field.

### **Application**

To apply, please submit the following items via email attachments (start all attachment file names with your last name) to [jobs@nynjtc.org](mailto:jobs@nynjtc.org), subject line: Program Coordinator: "Your Last Name" All application materials will be kept confidential.

1. A professional resume
2. A cover letter addressing why you are interested in this position and why we should be interested in you.
3. Contact information for three references.

This position is available until filled. Candidate interviews will begin immediately and continue until an offer is made. No calls please. Check [www.nynjtc.org/job-openings](http://www.nynjtc.org/job-openings) to determine if the position is filled.