

**Position:** Central/South Trail Program Manager

**Organization:** Florida Trail Association

**Reports to:** Trail Program Director

**Position Summary:** The Central/South Trail Program Manager's primary responsibility is to coordinate successful trail management, protection, and volunteer work on the Florida National Scenic Trail (Florida Trail) within the Central/South region. The region includes over 600 miles of the Florida Trail, from the southern terminus in Big Cypress National Preserve to the southern boundary of the Ocala National Forest on the eastern corridor, and the northern boundary of Green Swamp East on the western corridor.

**Position Responsibilities:**

- Act as a liaison between land managers, volunteers, government officials, partner organizations and the public to build a sustainable trail stewardship and protection program.
- Identify, plan and implement trail maintenance events that engage the public in hands-on stewardship.
- Recruit, train, and coordinate a volunteer base to meet the goals of trail stewardship programs.
- Effectively prioritize and follow through on the implementation of our strategic plan and regional projects, which may span over multiple years.
- Expand upon established partnerships with key organizations and leaders in the public, private, and non-profit sectors to further program goals.
- Connect the public to the Florida Trail with regular contributions to social media, our nationally distributed quarterly magazine, our email newsletter, and the FTA website.
- Participate in weekly planning trail operations call with our Forest Service partners.
- Work to ensure optimal routing of the Florida Trail in perpetuity.
- Identify and respond to external threats within the region that could have an impact on the trail corridor.
- Manage a regional budget.
- Perform other relevant duties as assigned in support of the FTA's trail program.

**Minimum Training and Experience:**

- Bachelor's degree
- Professional work experience in land management, communications, outdoor recreation, trail construction or related field. A minimum of five years of progressively responsible experience in one or more of these areas is preferred.

**Required Knowledge, Skills and Abilities:**

- A demonstrated interest in outdoor recreation.
- Experience building and maintaining trails, or outdoor leadership experience.
- Ability to be self-directed, work independently, prioritize workload, meet deadlines, handle multiple projects simultaneously, solve problems and be resourceful.

- Excellent communication and diplomacy skills for working with a wide range of partner organizations, volunteers, government officials and the public.
- Strong public speaking skills.
- Strong writing and editing abilities.
- Experience using Wordpress or similar applications for basic website edits.
- Experience operating in Microsoft Office Suite and Google Suite
- Working knowledge of (or willingness to learn) the natural, cultural, and historical resources of Central/South Florida.
- Comfortable driving organization-owned pick-up truck, towing an enclosed trailer, and maintaining a cache of tools and equipment.
- A reasonably clean driving record.
- Ability to track expenses, submit accurate and timely expense reports, and responsibly plan to meet regional needs within yearly budget.

**Additional Desirable Qualifications:**

- Advanced understanding of land management practices
- Proficiency in using GIS hardware, software and databases
- Ability to maintain and repair trail tools and small engines
- Wilderness First Responder certification
- USFS Chainsaw Certification Class A or B (bucking and limbing)

**Work Environment:**

- Must have ability to work from a home office.
- Residency in Okeechobee, Sebring, Lake Wales or Winter Haven preferred. Consideration may be given to strong candidates requiring residency within a reasonable vicinity of these locations.
- Regular travel throughout Central and South Florida along the Florida Trail corridor including frequent weekend and overnight travel.
- Occasional travel to northern Florida, and to out of state conferences.
- FTA provides vehicle and enclosed trailer for work related travel. Travel expenses covered, including food, lodging and gas.

**Benefits:**

- \$42,053 starting salary
- Holiday, vacation, and sick leave
- Health insurance, dental insurance and retirement benefits
- Yearly budget set aside for professional development

**Applications accepted until October 1, 2019. Please email all of the following information in PDF format to:**

Kelly Wiener, Trail Program Director

Kellyw@floridatrail.org

- Cover letter
- Resume
- Three professional references