



FLORIDA TRAIL ASSOCIATION

Building More Than Trails



The Florida Trail Association builds, maintains, protects, and promotes the unique Florida National Scenic Trail (Florida Trail), along with a network of hiking trails throughout the state of Florida. The Florida Trail is a congressionally designated National Scenic Trail. The trail is approximately 1,500-miles long and is intended to offer a continuous, permanent non-motorized recreation opportunity for hiking and other compatible activities. Over its length, it showcases the biodiversity, history, and culture of Florida.

Position Announcement

Title: Gateway Communities Coordinator

Location: FTA Headquarters in Gainesville, FL

Employment Type: Part-Time, temporary. 20 hours per week for 20 weeks. Flexible weekly schedule.

Compensation: \$15/hour

Position Description:

The Florida Trail [Gateway Communities Program](#) creates partnerships with designated towns in close proximity to the Florida Trail that offer accommodations, restaurants, grocery stores, activities and other resources for hikers and recreationalists. This program works by connecting Florida Trail hikers to local businesses within the community, and making visitors to the community aware of the Florida Trail. The Gateway Communities Coordinator position will focus on the maintenance and advancement of the Gateway Communities Program by collaborating with FTA staff, US Forest Service partners, business owners, community leaders, governmental officials and more.

Main responsibilities:

- Collaborate with relevant stakeholders to meet program goals as outlined by FTA and USFS
- Create and maintain partnerships with communities along the Florida Trail
- Continue to grow the Florida Trail Passport Program
- Organize presentations for statewide meetings and events
- Design a Florida Trail Gateway Communities business toolkit

We are seeking applicants with:

- Bachelor's Degree-- ideally in marketing, communications, business, or related field
- Excellent written, digital and interpersonal communications skills
- Strong organizational skills
- Microsoft Office proficiency
- Demonstrated ability to work independently within a team
- Ability to frequently travel within the state of Florida
- Reliable personal vehicle for travel. All mileage, food and lodging expenses covered

Please e-mail resume, letter of interest detailing applicable qualifications, and time frame you are available for employment to Kelly Wiener, Trail Program Director, at kellyw@floridatrail.org with the subject "Gateway Communities Coordinator".

Send all attachments in PDF format. Accepting applications until position is filled.