

POSITION ANNOUNCEMENT

Position Title: Gateway Communities Coordinator

Time: Part time, temporary internship. Not to exceed 400 hours, completed by December 31st 2021.

Schedule flexible.

Location: Gainesville, FL

Supervisor: Trail Program Director

Application Deadline: Until Position Filled

Start Date: Flexible

Compensation: \$15/hour

Position Summary

The Florida Trail Association (FTA) 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. Together with our partners, the Association provides opportunities for the public to contribute to meaningful volunteer work, engage in outdoor recreation, and participate in environmental education.

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.

This position is funded by the Partnership for the National Trails System Intern Grant Program, which aims to involve young professionals in the outdoor industry. The grant guidelines stipulate that applicants must be no more than 35 years of age.

Responsibilities:

- Collaborate with relevant stakeholders to meet program goals as outlined by FTA and USFS
- Create and maintain partnerships with new and existing Gateway Communities along the Florida Trail
- Build and maintain relationships with business owners, community leaders and government officials to grow the program
- Continue to expand the Florida Trail Passport Program
- Coordinate the installation dedicated kiosks and other signage

- Serve as liaison between FTA volunteer chapters and their local Gateway Communities
- Maintain and improve the Gateway Communities webpages
- Conduct outreach within Gateway Communities as available
- Organize presentations for statewide meetings and events

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 and Google Docs proficiency
- Demonstrated ability to work independently within a team
- Website design and maintenance experience desirable (FTA uses the Wordpress platform)
- Spanish language proficiency desirable
- Ability to frequently travel within the state of Florida
- Reliable personal vehicle for travel (all mileage, food and lodging expenses reimbursed)

To Apply

Please email a cover letter and resume in PDF format to the hiring team at [hiring@floridatrail.org](mailto: hiring@floridatrail.org) with the subject line "Gateway Communities Coordinator Application". The application deadline is March 19th, 2021.

The FTA is an equal employment opportunity employer. We seek a diverse pool of candidates and believe that our organization benefits from the perspectives and talents of a diverse staff.