



POSITION ANNOUNCEMENT

Position Title: Gateway Communities Coordinator

Time: Full time

Location: Statewide, but preference given to candidates in Northern/Central Florida

Supervisor: Trail Program Director

Application Deadline: August 21st, 2026

Start Date: Flexible

Compensation: \$52,142/year

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 US Forest Service is the administrator of the Florida Trail and collaborates with the FTA trail team on strategic goals.

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 trail users. The program connects Florida Trail hikers with local businesses along the trail to foster strong community partnerships and to increase awareness of the Florida Trail among both residents and visitors. 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.

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 of Gateway Community program kiosks and other signage.

- Serve as liaison between FTA volunteer chapters and their local Gateway Communities.
- Develop and maintain a community ambassador program to help sustain local community efforts.
- Maintain and improve the Gateway Communities web page.
- Host and attend outreach and educational events within Gateway Communities.
- Prepare presentations for statewide meetings and events.
- Contribute content for FTA social media and a monthly email newsletter.
- Prepare and share resources for the Florida Trail thru-hiking community and solicit feedback regarding hiker experiences in Gateway Communities.

Desired Qualifications:

- Bachelor's Degree.
- Excellent communication and diplomacy skills for working with a wide range of partner organizations, volunteers, local businesses, government officials, and the public.
- Ability to be self-directed, work independently, prioritize workload, meet deadlines, handle multiple projects simultaneously, solve problems, and be resourceful.
- Ability to track expenses, submit accurate and timely expense reports, and responsibly plan to meet program needs within an annual budget.
- Experience operating in the Microsoft Office and Google software suites.
- Experience with Wordpress for website design and maintenance.
- Responsible driving record and a valid U.S. driver's license.
- Reliable personal vehicle and the ability to frequently travel throughout the state of Florida. FTA reimburses mileage and lodging expenses, and staff are entitled to a per-diem for overnight travel. FTA fleet vehicles are provided whenever possible.

Benefits:

- \$52,142 per year starting salary, reassessed at annual performance reviews.
- Paid federal holidays, vacation, and sick leave.
- Health insurance, dental insurance, and retirement benefits.
- Monthly cell phone and home internet stipend.
- Yearly budget set aside for professional development.

To Apply:

Please email a cover letter, resume, and three professional references in PDF format to Hiring Manager at hiring@floridatrail.org, using the subject line "Gateway Community Coordinator". References will not be contacted until the candidate has been asked directly for permission.

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.