

POSITION ANNOUNCEMENT

Position Title: Panhandle Regional Trail Program Manager

Status: Full Time

Location: Home-based office located in the greater Tallahassee or Panama City areas

Supervisor: Trail Program Director

Application Deadline: July 19th, 2024

Start Date: Flexible

Compensation: \$49,025/year

Position Summary:

The Florida Trail Association (FTA) Panhandle Regional Trail Program Manager's primary responsibility is to coordinate successful trail project and maintenance efforts, trail protection, and volunteer work on the Florida National Scenic Trail (FNST, Florida Trail) within the Panhandle Region. This region includes over 500 miles of the Florida Trail, from the northern terminus at Fort Pickens in Gulf Islands National Seashore, heading east over to the banks of the Suwannee River in North Florida, and through the Blackwater River State Forest up to the Alabama border.

The successful candidate will cultivate collaborative partnerships with a diverse group of landowners, business and community leaders, government officials, and the public to achieve the following outcomes:

- Build sustainable trail stewardship programs.
- Increase regional and state-wide awareness of the FNST's natural, cultural, recreational, and historical resources and how these resources benefit the public.
- Enhance public and private support for maintaining, permanently protecting, and enhancing the recreational quality of the FNST in accordance with the values outlined in the 1968 National Trails System Act and the FNST Comprehensive Management Plan.

The Florida Trail Association builds, maintains, protects, and promotes the Florida National Scenic Trail, along with a network of hiking trails throughout the state of Florida.

Responsibilities:

- Coordinate all aspects of managing the FTA's trail program in the Panhandle Region to achieve the outcomes outlined above.
- Serve as a positive, highly visible, and effective representative of the FTA, conveying our messages of conservation, volunteerism, and outdoor education to the public.

- 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 the FNST 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 a weekly planning trail operations call with our U.S. 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 FNST program.

Minimum Training and Experience:

- Bachelor's degree in environmental studies, natural resources management, outdoor recreation, or similar area of study. Candidates without a degree but exceptional relevant work experience are encouraged to apply.
- Professional work experience in land management and conservation, communications, outdoor recreation, trail construction, or a 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 other outdoor leadership experience.
- Working knowledge of (or willingness to learn) the natural, cultural, and historical resources of the Florida Panhandle.
- 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 regional needs within an annual budget.
- 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 operating in Microsoft Office Suite and Google Suite.

- Comfortable driving FTA-owned pick-up truck, towing an enclosed trailer, and maintaining a cache of tools and equipment.
- Responsible driving record and a valid driver's license.
- Ability to hike and perform physical labor in remote backcountry locations and under challenging environmental conditions.

Additional Desirable Qualifications:

- Advanced understanding of land management practices.
- Ability to maintain and repair trail tools and small engines.
- Experience with trail infrastructure construction, maintenance, and repairs, including minor bridges, boardwalks, puncheon, and kiosks.
- USFS Chainsaw Certification Class A or B (bucking and limbing).
- Wilderness First Responder certification.
- Proficiency in using GIS hardware, software, and databases.
- Experience using WordPress or similar applications for basic web editing.

Work Environment:

- Must have the ability to work from a home office.
- Residency in the greater Tallahassee or Panama City area.
- Regular travel throughout the Florida Panhandle, including frequent weekend and overnight travel.
- Occasional travel to other regions in Florida, and to out-of-state conferences.
- FTA provides a vehicle and enclosed trailer for work-related travel. FTA fully reimburses mileage and lodging expenses, and staff are entitled to a per-diem for overnight travel.

Benefits:

- \$49,025 per year starting salary, reassessed at annual performance reviews.
- Paid federal holidays, vacation, and sick leave.
- Health and dental insurance after 90-day probationary period.
- Retirement benefits after 3 years.
- Monthly cell phone and home-office 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 "Panhandle Regional Trail Program Manager". 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.