

**POSITION ANNOUNCEMENT**

**Position Title:** Regional Trail Program Manager, Panhandle Region **Status:** Full Time, Exempt

**Location:** Home-based office in the Panhandle Region of Florida (details below)

**Compensation and Benefits:** $49,960/year salary; paid time off; health, vision, & dental insurance; retirement benefits; cell phone & internet stipend; budget for professional development

**Start Date:** Flexible between August 1-29, 2025

**Who we are:**

The Florida Trail Association (FTA) is a nonprofit founded in 1966. Our mission is to build, maintain, protect, and promote the Florida National Scenic Trail (FNST) and a statewide network of hiking trails, along with our primary agency partner, the U.S. Forest Service. As the organization approaches its 60th anniversary, it operates with an annual budget of approximately $1.1 million and a core staff of around eight full-time employees. These include the executive director, program managers and coordinators, and administrative support. FTA also relies on a wide network of volunteers and chapter leaders who carry out much of our volunteer work across the state. **Position Summary:**

The Florida Trail Association Panhandle Regional Trail Program Manager’s primary responsibility is to coordinate successful trail projects and maintenance efforts, trail protection, and volunteer work on the Florida National Scenic Trail (FNST, Florida Trail) within the Panhandle Region. This region extends 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

**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, partners, and the public to build a sustainable trail stewardship and protection program
* Identify, plan, and implement trail maintenance events to engage the public in stewardship
* Recruit, train, and coordinate volunteers 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
* 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

**Required Knowledge, Skills, and Training:**

* 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
* Experience building and maintaining trails or other outdoor leadership experience
* A demonstrated interest in outdoor recreation
* Bachelor’s degree preferred 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
* 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
* Excellent communication and diplomacy skills for working with a wide range of partner organizations, volunteers, government officials, and the public
* Strong public speaking and writing skills
* 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

**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
* USFS Chainsaw Certification Class A or B (bucking and limbing)
* Wilderness First Responder certification
* Proficiency in using GIS hardware, software, and databases

**Work Environment:**

* Must have the ability to work from a home office
* Preference for residency in the greater Tallahassee to Panama City area, but consideration may be given to the entire Panhandle region
* Regular travel throughout the Florida Panhandle, including frequent weekends 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; travel expenses are covered, including food, lodging, and gas

**Benefits:**

* $49,960 per year starting salary, reassessed at annual performance reviews
* Paid federal holidays, vacation, and sick leave
* Health, vision, and dental insurance w/85% paid premium
* Retirement benefits in the form of a SEP-IRA with company contribution
* Monthly cell phone and home-office internet stipend
* Yearly budget set aside for professional development

**To Apply:**

Visit [www.floridatrail.org/jobs](http://www.floridatrail.org/jobs) and be prepared to upload a cover letter and resume.

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