

JOB DESCRIPTION

Position Title: Trails & Greenways
Coordinator

Date: September 2022

Reports To: Assistant Director
for Programs

Position Summary: The Trails Coordinator assists the Trails team with the planning, implementation, and management of greenway, paddle trails, and natural surface trail acquisition and development projects.

Work Hours: Conserving Carolina staff generally work Monday-Friday 9 am-5/5:30 pm. Flexible and remote work options are available, though we do anticipate the person filling the role to live locally and be available to work in person with some regularity. Some evening and weekend hours will be required.

Starting Salary: Negotiable within a range of \$37,000-\$45,000 depending on experience

Benefits: Conserving Carolina's benefits package includes full coverage for full-time staff on a group health insurance plan with option to buy-up, a retirement plan (eligible at 6 months employment) with up to 3% match, and paid time off including vacation, sick, and family leave time. Optional benefits include dental, vision, and a Flexible Spending Account plan.

Key Responsibilities:

- Coordinate and disseminate information about Conserving Carolina's greenways and trail projects, including management plans, annual operational plans, maps, and trail guides.
- Actively participate in other state and local trail groups and committees.
- Advocate for trail funding and pro-trail policies locally, statewide, and nationally.
- Educate the public on the benefits of trails and outdoor recreation.
- Coordinate trail development projects with attention to Conserving Carolina's strategic plan and objectives.
- Manage leases, easements, and license agreements on trail corridors, including requests for new agreements.
- Monitor properties that host Conserving Carolina trails at least annually.
- Work with other staff and AmeriCorps members to develop and maintain volunteer Trails Crew and to host volunteer workdays on Conserving Carolina trails.

- Participate on staff teams and provide supervision, motivation, and direction to staff, AmeriCorps members, and volunteers in alignment with strategic goals and stated objectives.
- Promote collegial support and information-sharing within the Land Program team and within the entire Conserving Carolina staff.
- Working with other Conserving Carolina staff, serve as a liaison with local governments and other partnering organizations and agencies to coordinate trail and greenway property acquisition, design and construction, and ongoing management and maintenance.
- Working with other Conserving Carolina program and communications staff, support Conserving Carolina's role as a hub of information on the region's trails and greenways. Serve as a spokesperson and help advance the organization's public and online presence as a focal point of regional greenway and trail information.
- Provide information and assistance as needed in preparing grant applications. Serve as lead author of grant applications for trails funding as directed by the Executive Director or Assistant Director for Programs.
- Work with other Conserving Carolina program and fundraising staff to assist in campaigns for raising private contributions to support the organization's greenway and trail projects.
- Lend support at Conserving Carolina events.
- Advance and maintain skills, education, and knowledge of best practices that are relevant to the job description.
- Along with the rest of Conserving Carolina's board and staff, help advance the organization's strategic plan including a commitment to equity, diversity, and inclusion and responding to climate change

Essential Job Requirements:

EDUCATION:	Bachelor's Degree required
EXPERIENCE	2+ years in land conservation or outdoor recreation non-profit or government position
Required Skills	Exceptional writing and editing skills; public speaking and confident communication with a wide variety of audiences; trail construction and project management and/or outdoor recreation management
PHYSICAL REQUIREMENTS	Ability to work at a computer, sit for extended periods of time, and operate office equipment; ability to work outdoors in rugged terrain.

LIMITATIONS AND DISCLAIMER

This position is dependent on funding from multiple grant sources. Funding is secured for at least two years. We will seek additional funding to secure the position for the longer term.

This job description does not represent an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties. Responsibilities, tasks, and duties may differ from the job description, as assigned.

