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Trail Steward Program Coordinator

The New York-New Jersey Trail Conference is seeking a part-time, year-round Trail Steward Program Coordinator to help enhance and grow the Trail Conference's Trail Steward Program management capabilities.

The Trail Conference has taken a leading role in providing outreach and assistance to visitors through our Trail Steward program. Stewards bring face-to-face user education and sustainable, on-the-ground solutions to some of the region's most popular outdoor destinations. They are key in protecting the ecological integrity of these special places that are threatened by issues such as misuse and high usage.

The Trail Steward Program Coordinator's responsibilities span, but are not limited to Trail Steward support, partner support, reporting, day-to-day data and schedule management, program development, and training.

This is a year-round part-time position of 20-30 hours per week based out of Mahwah, N.J.

Responsibilities:

Essential Job Duties:

- Trail Steward Management: Develop and foster relationships with stewards to ensure they are properly supported, both in and out of the field.
- Provide supervision to AmeriCorps members, volunteers, and hourly staff, in the performance of day-to-day tasks, as necessary.
- Scheduling: Guide schedule creation for each Trail Steward at each location.
- Partner Support: Develop and foster relationships with program partners to ensure ongoing communication and effective programming with local land managers on federal, state, county, municipal, and local partners.
- Program Development: Develop messaging and talking points for each individual steward program location.
- Data Management: Manage all Trail Steward data and create periodic reports.
- In conjunction with the Director of Programs, assist in the development, design, and implementation of various Volunteer Steward Programs.

Qualifications:

- Passion for the outdoors.
- Excellent written and verbal communication skills are essential.
- Strong organizational and time management skills and ability to manage multiple projects at once.
- Able to effectively interact with people from diverse cultural, socioeconomic, and ethnic backgrounds.
- Strong computer skills mandatory; experience working with CRM and data systems is preferred.
- Ability to listen, give, and take feedback and learn.
- Experience leading trainings and workshops is a plus.
- Experience with conservation work skills or related skills is a plus - i.e. trail maintenance, trail construction.
- Must have a valid driver's license and reliable transportation.
- Must be able to work weekends.

Supervision and Work Environment:

The Trail Steward Program Coordinator reports to the Director of Programs. In addition, they will work strategically with program staff and volunteer leaders to provide Trail Stewards to each specified location. The Trail Steward Program Coordinator is expected to prioritize their work to meet the day-to-day demands and ongoing assignments. Flexibility to work weekends is a requirement for the position. The position is located in the Trail Conference's Mahwah, N.J. headquarters. However, work will occur throughout all the regions that the organization oversees (Hudson Valley and Catskills).

Compensation:

\$17/hour. 20-30 hours/week. Year-round.

Application

To apply, please submit the following items via email attachments (start all attachment filenames with your last name) to jobs@nynjtc.org. Please put as the subject "Trail Steward Program Coordinator". All application materials will be kept confidential.

1. A cover letter addressing why you are interested in this position, what distinguishes you from other applicants, and your interest and involvement in the Trail Conference
2. A resume
3. Contact information for three professional references

Applications missing any of these three items will not be considered. The position is available until filled. Candidate interviews will begin immediately and continue until an offer is made. Check www.nynjtc.org/job-openings to determine if the position is filled.

The New York-New Jersey Trail Conference provides equal opportunities to all employees and applicants for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, genetic disposition, neurodiversity, disability, veteran status or any other protected category under federal, state and local law. We pledge to uphold equality in our hiring and employment practices and to create an environment where everyone, from any background, can do their best work.