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Position: New Jersey Program Coordinator  
Reports to: Senior Program Coordinator

Date: May 2024  
FLSA: Exempt

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The New York-New Jersey Trail Conference is seeking a New Jersey Program Coordinator (PC) to support our program in partnership with local land managers, partner organizations, and volunteer leaders. This position will serve as the Trail Conference's primary liaison in the region they are assigned to represent. They will provide support for projects, advisement on challenges, facilitation for meetings, and training opportunities for trail-related skills. The position will report to the Senior Program Coordinator and work closely with Trail Conference staff and volunteers as well as numerous partner agencies.

The Trail Conference is a volunteer-powered organization that builds, maintains, and protects public trails. The right candidate can recruit, involve, and empower volunteers to tackle projects while maintaining the Trail Conference's reputation with partners as a professional organization. The candidate must be committed to serving the needs of the organization by filling many roles and building strong coalitions of trail supporters.

The Trail Conference is committed to building a culturally diverse organization through its employees and community to ensure that the joys of nature belong to everyone, regardless of race, ethnicity, gender, gender identity, age, disability, national origin, or religion.

### **Responsibilities:**

#### Volunteer Support

Serve as liaison between volunteer leaders and park managers, ensuring that both parties have what they need to accomplish good work on the ground. Assume responsibility for volunteer relations in the state, ensuring that Trail Chairs, Supervisors, Crew Chiefs, and other volunteers fulfill their responsibilities and have positive working relationships with the Trail Conference. Facilitate volunteer expense reimbursements and other required paperwork. Work with the appropriate Regional Trails Council to develop agendas, present, and facilitate meetings.

#### Event Coordination

Work with the Communications team to post web alerts and articles for online and print media. Collaborate with the Service Engagement team to coordinate all workshops and events in the state as well as design and deliver presentations to businesses, partner organizations, and other stakeholders at the local level.

#### Local Partnerships

Develop and maintain relationships with local land managers on federal, state, county, municipal, and local scales.

#### Trail Projects

Support the work of volunteer leaders and volunteer trail crews by providing support for trail improvement projects such as minor relocations, bridge construction, scout project facilitation, etc. Work with Field Manager staff to create training opportunities for volunteers and offer support to partners when needed.

#### Grant Applications and Reports

Collaborate with the Advancement Team to prepare grant applications describing regional needs, project timelines, and expected deliverables. Prepare final reports based on the outcomes of past grant awards.

### Other Tasks

Stand ready to assist with projects and initiatives as needed. PCs cover a wide territory and are often considered the go-to experts on matters impacting their region and must be able to collaborate with fellow staff, volunteers, and partners, as necessary.

### **Qualifications**

- Bachelor's degree or equivalent experience.
- Minimum of two years of relevant professional experience or five years of substantial volunteer experience.
- Experience working with volunteers, field staff, agency personnel, contractors, recreational trail users and other stakeholders.
- Must be a self-starter, able to prioritize, able to handle multiple tasks and projects across a diverse region, use good judgment and offer recommendations to solve problems.
- Ability and willingness to travel and work a variable schedule including evenings and weekends.
- Proficient using Microsoft Office.
- The ability to hike on backcountry trails and perform physical trail work and travel off-trail when scouting or planning trail routes.
- Ability to work alongside volunteers using a variety of trail tools.
- Valid driver's license and insurance.
- Reside within commuting distance of Mahwah, NJ.

### **Desirable Qualifications**

- Trail design, construction, and maintenance skills.
- Experience in recruiting, training, and managing volunteers.
- Experience in community organizing and advocacy.
- Familiarity with land use regulations and procedures.
- Certification and/or proficiency in technical skills such chainsaw operation, wilderness medical training and GIS
- Experience working with youth and/or in trail or environmental work, environmental education, backcountry travel or service learning.
- Success in supervising permanent and seasonal employees.
- Experience in natural resource management, outdoor recreation, landscape design, planning, public administration, environmental education, or related field.

Based in Mahwah, New Jersey, this is a full-time position beginning immediately. It offers a stable, full-time, competitive salary (DOE) with health and retirement benefits and substantial potential for professional growth.

### Supervision and Work Environment

The PC works under the direct supervision of the Senior Program Coordinator; however, they are expected to prioritize their work to meet day-to-day demands and ongoing assignments. The PC is expected to communicate regularly on work projects and seek advice on new or controversial aspects of the work. The Trail Conference fosters a collegial work environment within a management team that includes volunteers and staff, as well as the volunteers and staff of many partner organizations. Travel throughout the region and an irregular work schedule that includes weekend and evenings is a regular part of the position.

While work performed at the Trail Conference's headquarters is preferred, remote and hybrid work arrangements may be used to allow staff members to fulfill some or all their duties from an off-site location. Enabling remote and hybrid work is a strategic business decision, in addition to being a benefit for staff members, and is consistent with the Trail Conference's culture, including:

- Creating a highly engaged, equitable, diverse, and inclusive workforce.

- Attracting and retaining staff members by providing a work environment that is supportive, productive, and flexible.
- Sustaining a highly collaborative culture.
- Fostering an environment for continued productivity, improvement, and excellence.
- Empowering decisions that prioritize both business needs and staff member preferences.
- Reducing our environmental impact and aligning with the organization's sustainability goals.

For these reasons, we encourage the use of remote and hybrid work arrangements and flexible scheduling when appropriate and when in alignment with the needs of the teams. Approval for such arrangements is granted at the discretion of the Trail Conference management and is subject to ongoing and periodic review. The determination of staff member eligibility for remote and hybrid work will be made in accordance with the organization's Hybrid Work Policy and the needs of the organization.

The Trail Conference believes that the joys of nature belong to everyone, regardless of race, ethnicity, gender, gender identity, age, disability, national origin, or religion. 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.

### Compensation

The salary range is between \$45,000 and \$47,500 and commensurate with experience. The Trail Conference proudly provides a full range of benefits including employer subsidized health care, matching 403(b), complimentary membership, eighteen+ paid vacation days, nine paid sick days, and twelve paid holidays.

### Application

To apply, please submit the following items via email attachments (start all attachment file names with your last name) to [jobs@nynjtc.org](mailto:jobs@nynjtc.org), subject line: "NJ Program Coordinator: [Your Last Name]." All application materials will be kept confidential.

1. A professional resume
2. A cover letter addressing your interest and qualifications
3. Contact information for three references

This position is available until filled. Candidate interviews will begin immediately and continue until an offer is made. **No calls please.** Check [www.nynjtc.org/job-openings](http://www.nynjtc.org/job-openings) to determine if the position is filled.

### Employment Opportunities

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.

### About Us

For more information about the New York-New Jersey Trail Conference, please visit <https://www.nynjtc.org/about-us>