



## Upper Valley Trails Alliance Field Program Coordinator

The Upper Valley Trails Alliance, a regional nonprofit that advocates for the maintenance, use, and development of trails in the Upper Valley of Vermont and New Hampshire, seeks a seasonal full time Program Coordinator to expand and support the core programs of the organization.

Reports to: Executive Director

**Job Summary:** This seasonal position will primarily work on UVTA's field-based programs with a focus on supporting our trail building services. In addition, the position will work both collaboratively and independently in support of UVTA's other programs including HS Trail Corps and Passport to Winter Fun and work with the staff to implement all aspects of UVTA's programs, events, and operations.

### **Summary of essential job functions**

- Working directly with the Trail Programs Director, manage a growing portfolio of trail design, construction and maintenance contracts.
- Pursue new community relationships to expand trails and trail networks across the Upper Valley.

### **Additional job responsibilities**

- Work with the UVTA Program Manager to manage the recruitment, communications, and assignments of trail project volunteers to ensure projects are completed on time and budget.
- Support the implementation of the Passport to Winter Fun.
- Assist in the planning and coordination of UVTA's events planning including the annual Tour de Taste, Skate-a-thon, STOAKED Trail race and others.
- Work with the Program Manager to implement communications strategies such as creating social media postings, newsletters, and general office operations.
- Assist in the writing of grants, letters and articles.

### **Qualifications**

Specific requirements include:

- Experience in designing, building and maintaining a broad variety of trails.
- Broad carpentry skills including bridges, trail shelters, bog bridges, and kiosks as well as experience hardened trails and rock work (stone steps, rock cribbing, stone walls) preferred.
- Knowledge of trail tools (loppers, shovels, grubbing hoes, pick mattocks, etc.) and mechanized equipment (chainsaw, woodworking tools, etc.) and their maintenance.
- Successful record of working with community volunteers.
- Strong management skills overseeing complex, multifaceted projects.
- Excellent verbal and written communication skills with exceptional attention to details.

- Passion for the missions of the Trails Alliance.
- BA/BS in related field.

This position is a salaried full time (40 hours per week) seasonal position (anticipated start date of May 1, 2024) with the possibility of full-time year-round employment. UVTA offers a competitive salary, IRA contribution, and other benefits.

Please submit cover letter, resume, and 3 references to [russell.hirschler@uvtrails.org](mailto:russell.hirschler@uvtrails.org) or Russell Hirschler, Upper Valley Trails Alliance, PO Box 1215, Norwich, VT 05055.