



## **JOB ANNOUNCEMENT**

**January 20, 2023**

Open Positions: **Columbia Cascades**

Are you passionate about connecting people to the outdoors? The Pacific Crest Trail Association (PCTA) is looking for someone with trail maintenance and volunteer engagement experience to join our team as the Regional Trail Stewardship Coordinator for the Columbia Cascades region.

The Regional Trail Stewardship Coordinator has strong outreach, organization, and trail maintenance skills to enhance and grow the PCTA's regional volunteer trail maintenance programs to reduce deferred maintenance backlog on the PCT.

### **This Position:**

- Works closely with staff, volunteer leaders, corps crew partners, and agency partners to provide professional project coordination and management, logistical support, and project leadership in the office and the field.
- Works in coordination with volunteer program staff to recruit volunteers and foster greater partnerships and regional stewardship collaboration between local agencies, municipalities, and community organizations.
- Coordinates, provides support for, and instructs at Trail Skills College training courses.
- Supports programs focused on growing PCTA's volunteer program and developing a racially diverse, inclusive, and equitable volunteer community.

These are year-round, full-time positions currently funded for three years. While these are year-round positions, the work focus areas of each position vary by field season and location. (See regional addendums for additional information.)

See full job description and regional addendum on our [website](https://www.pcta.org/about-us/jobs/) at: <https://www.pcta.org/about-us/jobs/>

### **What Makes You a Great Fit for this Position?**

- Minimum of two years of relevant professional experience or five years of substantial volunteer experience with conservation, trail work, ecological restoration, landscaping, or other outdoor stewardship projects
- Educational or professional background in any of the following or related fields: natural resources management, parks management, environmental science or studies, nonprofit or volunteer management
- Outdoor leadership in training, managing, and leading trail crews
- Embraces diversity, equity, and inclusion as a personal value
- Leave No Trace skills
- Excellent trail maintenance, rehabilitation, and construction skills
- Ability to maintain a safe working environment in the field
- Recruiting, communicating with, coordinating, teaching, and managing volunteers
- Strong interpersonal skills, and ability to effectively build relationships and interact with people from diverse cultural, socioeconomic, and ethnic backgrounds
- Ability to listen, give, and take feedback and learn



# Pacific Crest Trail Association

- Excellent written and verbal communication skills
- Strong time management and detailed organizational skills with the ability to self-direct workflow to manage multiple projects at once and meet deadlines
- Team player with initiative, determination, and flexibility who thrives in a fast-paced work environment
- Proficiency using a computer, Microsoft Office, Outlook, and databases; comfortable learning new technology systems as needed
- Ability to work evenings and weekends
- Must possess a valid driver's license, excellent motor vehicle record, and be able to drive vehicles

## **Typical Working Conditions and Travel:**

The Regional Trail Stewardship Coordinator works under the direct supervision of the Regional Representative in the project area. This position works from a satellite office located within the region. They are expected to prioritize their work to meet the day-to-day demands and ongoing assignments. They are expected to communicate regularly on work projects. Regular overnight travel is to be expected, as is an irregular work schedule that will include weekend and evening work. Extended backcountry travel is to be expected. PCTA covers travel expenses.

## **Salary and Benefits:**

The salary range is \$43,000 to \$58,000. Starting salary is dependent on the level of experience.

Benefits include paid holidays, vacation, sick time, health, dental, vision, life, and long-term disability, and 5 days of paid personal time to enjoy the PCT. Eligible for 401(k) plan after one year of employment.

PCTA will pay a stipend for relocation costs.

## **Eligibility Requirements:**

The new hire process includes conducting a **criminal history record check** after a conditional offer is made to the candidate. If there are convictions on the report, PCTA conducts an individualized assessment as to whether any convictions have a direct and adverse relationship with the specific job duties of the position. PCTA will consider the offense, how long it's been since the applicant committed the offense and the nature of the job the applicant is applying for.

## **To Apply:**

The deadline to apply is **February 10, 2023**. E-mail resume, letter of interest, and list of three references to [hr@pcta.org](mailto:hr@pcta.org) with the subject line **"Regional Trail Stewardship Coordinator."** Please include your name in each document (i.e., "jsmith resume," "jsmith references"). Interviews will be held the week of February 20<sup>th</sup> with negotiable start dates. A full job description for this position and more information about Pacific Crest Trail Association can be found at [www.pcta.org](http://www.pcta.org). For questions, contact Jeanine Russell at [jrussell@pcta.org](mailto:jrussell@pcta.org).

A note on equity: Systemic inequities have caused many women, people of color, and LGBTQ+ people to apply to jobs only if they meet 100% of the qualifications. If you don't have all the qualifications listed here but are passionate about our mission and believe you have applicable and transferable skills, we encourage you to apply.

## **About the Pacific Crest Trail and the PCTA:**



# Pacific Crest Trail Association

The Pacific Crest Trail (PCT) spans 2,650 miles from Mexico to Canada through California, Oregon, and Washington. One of America's National Scenic Trails, the PCT reveals the beauty of the desert, the glaciated expanses of the Sierra Nevada, and the deep forests and commanding vistas of the Cascade Range.

The mission of the PCTA is to protect, preserve and promote the Pacific Crest National Scenic Trail as a world-class experience for hikers and equestrians, and for all the values provided by wild and scenic lands. PCTA's many stakeholders include hikers, equestrians, volunteers, members, donors, trail communities, public land managers, and many other partners. Our dedicated team includes 36 staff members and 14 current board members.

## **Diversity, Equity, and Inclusion:**

PCTA acknowledges systemic racism and other social injustices and their impact on the PCT community. We have begun the journey of understanding racism and injustice and their impacts on people of color and others. We are committed to making change within our organization and to supporting change within the PCT community towards a more just and equitable future. See our website for more information about our commitment to diversity, equity, and inclusion. PCTA is an equal opportunity provider.

*PCTA is an equal opportunity provider.*