Title: Trail Program Manager
Supervisor: Executive Director
Supervisory Responsibilities: None
Status/Pay Range: up to 30 hrs./week and $25/hr.

I.   General Summary

The Trail Program Manager plans and executes trail project tasks and supports the Executive Director with grant development. This position offers a mix of office work and time out in the field on the Eastern Trail. We encourage the Trail Program Manager to get out and experience the trail often.

II.   Principal Responsibilities and Duties

- Working in conjunction with Eastern Trail staff and trail partners, plans and executes trail building and maintenance projects. Current new trail campaigns are Blaze the Trail South (Kenn-N. Berwick) and Over the River (Bidd/Saco), and more are coming.
- Support existing trail building projects and develop partnership opportunities for new trail or enhancement of existing trail.
- Work with municipalities to jointly manage trail maintenance and undertake routine maintenance on behalf of the Eastern Trail as needed for trailhead kiosks, motorized vehicle bollards, among others. Partner municipalities provide primary trail maintenance on the trail. Manage contracts for services from vendors for additional trail maintenance needs.
- Track requests for trail maintenance from trail Ambassadors and other trail users; update trail maintenance log as needed.
- Develop grant opportunities to support trail-building campaigns and trail maintenance needs including submission of grant applications and related tracking.
- Some local travel to Eastern Trail locations between South Portland and Kittery.
- Manage trail mapping resources and GIS information for long-term information needs.

III.   Physical Activities
- Computer and phone/video work that can be done remotely as needed, local travel to Eastern Trail locations and other meetings. Walking, running or biking sections of the Eastern Trail as needed is highly encouraged. Light trail maintenance activities on kiosks and trailhead bollards, and other similar activities.

IV.   Required Knowledge and Skills
- Experience working in a nonprofit organization.
- Knowledge and experience with trails and related planning and maintenance. activities. Willingness to undertake trail maintenance as needed.
- Ability to successful engage and motivate individuals and organizations to partner with trail-building campaigns and maintenance activities.
- Occasional evening work during scheduled municipal meetings.

V.   Experience
- Minimum of 3 years' experience in trail development and planning, construction, or maintenance or a similar field.
- Experience working with varied nonprofits and municipalities, preferably in trail-related work, land conservation or other environmental/conservation topics.
- Familiar with GIS, Google Earth, or other applications for remote assessment.

VI.   How to Apply
Applicants should send an electronic cover letter and resume in PDF format to info@easterntrail.org. If you experience problems or need assistance, contact Patti Poole, Office Manager at patti@easterntrail.org. If you do not have access to email/internet, please call 207-284-9260 for an alternative way to apply. Review of applications will begin immediately upon receipt of materials, and the last day to submit materials is **June 30 by 5:00PM**. The position is expected to start by July 30, 2022. The Eastern Trail Alliance is an equal opportunity workforce, and we value all diversity. Benefits include paid holidays, sick time, mileage reimbursement, remote work option, and a flexible schedule.

The Eastern Trail is a vision of a 65-mile off-road trail from South Portland to Kittery, Maine, with 22 miles of off-road trail built to date and 43 miles of on-road trail currently open to the public. The trail is part of the East Coast Greenway and we are committed to recreational opportunities, public health, environmental sustainability, economic development, and thriving, diverse communities. Visit easterntrail.org for more information.