



**JOB TITLE:**  
**Red Rock Trail System and Development Coordinator**

**REPORTS TO:** Executive Director

**PURPOSE:** Under general supervision, the Red Rock Trail System Coordinator will assist in the planning, development, outreach, and fundraising efforts for Red Rock Trail System, a 750-mile master plan of recreational trails and alternative transportation routes in Jefferson County, Alabama.

**FUNCTIONAL AREAS**

- Demonstrated ability to manage multiple projects and priorities
- Excellent writing skills
- Comfort with public speaking, or willingness to learn
- Excellent personal initiative and motivation to problem solve and find creative solutions
- Proficiency with use of Microsoft Office applications

**MINIMUM QUALIFICATIONS**

Degree in planning, architecture, parks, engineering, environmental science, or equivalent disciplines related to job function and one year of progressively responsible professional level planning experience OR an equivalent combination of education and experience

**ESSENTIAL FUNCTIONS**

With oversight from the Executive Director, Red Rock Trail System Director, and Finance & Development Director, the Red Rock Trail System Coordinator will:

- Assist with planning, implementation, and coordination of Red Rock Trail System initiatives, including new trail development; improvements and amenities added to existing trails, including planned signage update; and maintenance with local governments, agencies, private entities, and communities
- Research and assist in writing of private and governmental grants to fund new trail developments
- Conduct basic research, field surveys and review construction plans and environmental documents surrounding proposed new trail developments
- Assess a project or development proposal and identify potential barriers and strategies to overcome obstacles
- Help with oversight of contracted projects and help manage project timelines and contractors
- Research new trail connections and establish relationships that will ensure trail expansion is success
- Fundraising assistance with Red Rock Trail System projects or capital campaign

- Coordinate outreach to create and implement Red Rock programs and events

### **Communications**

- Ability to communicate clearly, both verbally and in writing, to a wide variety of partners and audiences
- When needed, act as the point of contact between landowners and municipalities and/or community groups developing trails
- Capacity to speak to large audiences from a variety of backgrounds on importance of Red Rock Trail System and Freshwater Land Trust's core work
- Represent Red Rock Trail System and Freshwater Land Trust at community events
- Work cooperatively, adaptively, and cheerfully with a small staff, often under significant pressure
- Knowledge of standard business communications
- Excellent writing skills

### **Qualifications and Experience**

- Creative problem-solving
- Establish and maintain good working relationships with agency partners and communities
- Be able to take initiative, exercise good judgment, and stay motivated despite project setbacks
- Excellent organization and documentation skills
- Willingness to learn new skills and disciplines
- Proven success working as part of a team
- Valid, insurable Alabama driver's license and clean driving record
- Personal transportation
- Candidates will be required to pass criminal background check before they can be hired.

### **Preferred Skills**

- ArcGIS and Google Earth mapping experience a plus
- Community outreach experience

### **Physical Demands and Work Environment**

- Work is primarily performed in standard office environment and involves sitting, standing, walking, and bending for extended periods of time
- On occasion, field work is required
- Must be able to work occasional evenings and weekends as required for meetings and community events, plus occasional travel to attend conferences or workshops
- Hiking and walking, sometimes for extended periods of time
- Applicant must be able to safely lift and carry equipment and materials up to thirty (30) pounds