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**POSITION DESCRIPTION**

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| **Position Title** | Maine Field Coordinator | **Incumbent** |   |
| **Location** | Farmington, ME | **Status** | Seasonal, Non-exempt |
| **Supervisor**  | Regional Manager- Maine  | **Department** | Conservation |

### Organization Mission:

The Appalachian Trail Conservancy’s mission is to protect, manage, and advocate for the Appalachian National Scenic Trail.

**Position Purpose**

The Maine Field Coordinator serves as the support staff for field-based trail and conservation stewardship efforts on the Appalachian Trail in Maine. The Maine Field Coordinator works primarily in the field with ATC staff and trail club volunteers combined with some administrative duties. Start and end dates are semi-flexible, mid-May through mid-October.

### Essential Duties and Responsibilities

**Project Support**

Serves as a field representative in the state, coordinates closely with the local A.T. volunteer management club, the Maine Appalachian Trail Club (MATC), with Maine Conservation Corp, and with Student Conservation Association, to ensure ATC and NPS standards are achieved, and provides logistical support and technical expertise as necessary. The position:

* Supports volunteers and trail crews in planning trail work projects including but not limited to trail construction, repair and rehabilitation, and relocations
* Reviews federally-funded work projects performed by local partners to provide guidance and ensure maintenance standards are achieved
* Collects and maintains before & after records of each project site.
* Assists in hazard tree removal efforts
* Other duties as assigned

**Program Support**

Supports core ATC and NPS programs. These include, but are not limited to:

* A.T exterior corridor boundary monitoring, maintenance, encroachment mitigation, and volunteer coordination
* Trail asset inventory and GPS data collection for future trail projects.
* Other duties as assigned

**Administrative**

* Assists ATC regional staff in program and project planning, development, and reporting
* Attends local and regional partner meetings
* Generates accurate and on-time project, timesheet, and expense reports
* Other duties as assigned

**Qualifications**

* Experience on and/or leading trail crews including experience with rock work and advanced trail re-construction techniques. Trail work experience in the Northeast preferred.
* Academic experience or course work in environmental studies, recreation management, natural resources management, forestry, or related field
* Ability to work independently and collaboratively in a field and office setting with staff and volunteers
* Familiarity with the Appalachian Trail, hikers, conservation volunteerism and related fields
* Extensive experience using and maintaining hand tools and power equipment
* Strong backcountry travel skills
* A current and valid driver’s license with no restrictions
* Current first-aid and CPR certification (Wilderness First-Aid certification is preferable)

**Preferred Qualifications**

* Proficiency in reading and interpreting maps, property deeds, and surveys
* Proficiency with technological operations, including Microsoft Office suite, handheld GPS units, and ESRI ArcGIS mapping software
* Proficiency with tree identification, sawyer skills and/or hazard tree assessment experience
* Strong familiarity with the principles of Leave No Trace outdoor ethics – LNT Trainer or Master Educator desired (training may be available)
* Current Wilderness First Aid certification (training may be available)
* Excellent organizational, analytical, and critical thinking skills
* Strong oral and written communication skills

**Physical Demands**

* Ability to hike long distances over rugged terrain and work in all weather conditions at remote locations
* Ability to lift 50+ pounds
* Ability to communicate effectively on the phone, by email, and in person with staff, volunteers, and the general public
* Travel, evening, and weekend work required

**Work Environment**

* Rigorous outdoor work environment along the Appalachian Trail in Maine with exposure to ticks and pests, as well as extreme and varied weather conditions
* Independent, field-based work environment with some administrative duties
* Office environment with a moderate level of noise due to activity on the phone, computer, and printer
* The position is based at the Appalachian Trail Conservancy’s office space in downtown Farmington, Maine.

**To Apply:**

Please follow the link to ADP below. All files attached should be “[your last name]\_[your first name]\_[file name]”.

<https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=308869eb-4bf3-4360-a0b8-b26c926a5f77&ccId=19000101_000001&type=JS&lang=en_US>

If you have questions about the position, please send an email pgregory@appalachiantrail.org. Please include “Maine Field Coordinator” and your name in the email subject line. Position is open until filled. Preference will be given to those who apply on or before January 15, 2021.

***ATC Equal Employment Opportunity Statement***

*The Appalachian Trail Conservancy (ATC) encourages collaboration, flexibility, and fairness with all employees and volunteers to enable participation and contributions to their fullest potential.*

*We are committed to being a diverse and inclusive organization, and recognize that diversity contributes to an effective and successful organizational culture and mission.*

*The ATC prohibits discrimination in employment on the basis of race, color, religion, sex (including pregnancy, gender identity and/or expression), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, political affiliation, union membership, or any other status protected by the laws and regulations in the locations where we operate.*