



APPALACHIAN TRAIL CONSERVANCY®

POSITION DESCRIPTION

Position Title	Regional Manager – GA, Southern NC	Incumbent	
Location	Dawsonville, GA – Fontana Dam, NC	Status	Exempt
Supervisor	Southern Regional Director	Department	Conservation

Organizational Mission:

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

Position Summary

The Regional Manager (RM) for the portion of the Appalachian Trail (and Approach Trail) from Amicalola Falls State Park in Georgia to Fontana Dam in North Carolina (approximately 175 miles), serves as the Appalachian Trail Conservancy's primary representative in this area. The RM functions as a partnership liaison that implements and manages, coordinates or supports identified programs and projects within this Trail section. The Regional Manager strengthens and enhances the mission of the Appalachian Trail Conservancy (ATC) and supports the volunteer stewardship and management of the Appalachian National Scenic Trail (ANST). This position may be responsible for daily supervision of assigned staff (interns, seasonal employees as designated).

Essential Duties and Responsibilities

Partnerships Liaison

Serves as the primary organizational liaison to the Appalachian Trail clubs including the Smokey Mountains Hiking Club, Nantahala Hiking Club, and Georgia Appalachian Trail Club. The position:

- ⬆ Briefs local management partners regarding ATC strategic direction, policies, programs and projects.
- ⬆ Provides club leadership with the appropriate paperwork and training to respond to work-related incidents and submit federal volunteer worker claims.
- ⬆ Provides assistance, training and technical expertise, where appropriate.
- ⬆ Participates in club and agency meetings and work trips
- ⬆ Develops working relationships and alliances with identified organizations that strengthen the capacity of the Appalachian National Scenic Trail Cooperative Management System
- ⬆ Ensures club MOU's, volunteer agreements, and local management plans are up to date.
- ⬆ Supports renewal process for state MOUs as requested.
- ⬆ Supports communication among non-A.T. club partnerships including land trusts, Natural Resource stewards and partners from Diversity, Equity and Inclusion focused organizations.

Project Management

Full-cycle project management of identified regional projects while ensuring good communications throughout the management partnership. Current projects include, but are not limited to:

- ⬆ Federally-funded trail repair and reconstruction efforts and contract administration

- ⬆ Project planning and environmental review process including National Environmental Policy Act (NEPA) and state environmental assessment compliance planning for identified projects.
- ⬆ With other A.T. protection partners, assess and develop appropriate responses to external threats to corridor lands and the A.T. footpath. Under the supervision of the relevant Regional Director, and with the support of other director level senior staff, draft comments, testifies at public hearings or negotiates directly with developers to minimize impact of threats.
- ⬆ Land conservation opportunities that benefit the ANST in partnership with private, local, state, and federal partners
- ⬆ Restoration projects including demolitions, site restorations, and removal of abandoned property as necessary for the protection and management of the Appalachian National Scenic Trail.

Resource Management

- ⬆ Support Non-Native Invasive Species (NNIS) monitoring and management with partners
- ⬆ Support resource management staff with forest health initiatives, wildlife habitat management, and ecological restoration projects
- ⬆ Local management planning process, including capital planning and Trail assessments

Program Management

Working collaboratively with ATC teams to implement, manage, coordinate, or support identified regional programming. Programs may include, but are not limited to:

- ⬆ Club/agency-sponsored seasonal programs
- ⬆ Visitor use outreach/education, including local Ridgerunner and Trail Ambassador programs
- ⬆ Trail crews
- ⬆ Volunteer recruitment, development and recognition programs
- ⬆ Volunteer skill development trainings in areas including Leave No Trace education, trail construction and maintenance, overnight site management, safety and risk management, natural and cultural resource management, sawyer safety training

Community Engagement/Education

- ⬆ Serve as ATC's representative to Appalachian Trail Community's and school related classroom programs in collaboration with ATC outreach staff.
- ⬆ Engage regional and local partners, including community organizations, businesses, schools, and agencies to participate in A.T. stewardship, recreation, and management.
- ⬆ Serve as lead liaison with the Georgia Mountains Children Forest Network, collaborating with the ATC's education and outreach team to co-host workshops for youth and educators.
- ⬆ Support teams to develop and implement interpretation strategies.

Public Relations

- ⬆ Implements ATC's response to emergencies and ANST-related incidents in Chattahoochee and Nantahala National Forest.
- ⬆ Coordinates with the Regional Director regarding the submission of promotional public relations and communications materials.
- ⬆ Provides visitor information services to the general public as needed.
- ⬆ Attends public events to promote ATC membership and recruit A.T. volunteers in cooperation with local A.T. clubs.

Administration

- ⬆ Assist the Regional Director and other ATC staff in program planning, development, and budget management
- ⬆ Attend regional and national staff and partnership meetings and retreats
- ⬆ Complete accurate and timely expense reports, timesheets, and purchasing procedures
- ⬆ Other duties as assigned

Qualifications

- ⬆ Bachelor's degree in environmental science, recreation management, resource management or related field; with 3-5 years of experience required
- ⬆ Demonstrated ability to prioritize and manage multiple tasks and relationships concurrently with excellent organizational and communication skills, in an environment with minimal direct daily supervision. Ability to work collaboratively within the Cooperative Management System, including state and federal agency partners, volunteer constituencies, alliance organizations, community and business leaders, and media representatives
- ⬆ Ability and commitment to be fully engaged in a dispersed yet cohesive staff team structure
- ⬆ Excellent analytical and critical evaluation skills
- ⬆ Strong oral and written communication skills
- ⬆ Experience or training in personal computer operations, including Microsoft Office suite, and ESRI ArcMap GIS software
- ⬆ Familiarity with the Appalachian National Scenic Trail, hikers, conservation volunteerism and related fields is desirable.
- ⬆ Georgia Pesticide Applicators License or willingness to acquire one

Physical Demands and Work Environment

- ⬆ Extensive travel and evening and weekend work will be required.
- ⬆ Use of personal vehicle for work-related travel with reimbursable mileage is expected.
- ⬆ Frequently communicates with individuals by phone, email, virtual meeting, and in person
- ⬆ Regularly transports light to moderate weight
- ⬆ Regularly traverses long distances over rugged terrain in all seasons and weather conditions to provide physical inspection of remote Trail locations.
- ⬆ Moderate noise level due to open office environment with a high level of activity on the phone, computers, and printers

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.

[Appalachian Trail Conservancy's Identity Statement](#)