



Position Title: North Coast Stewardship Coordinator  
Reports to: Stewardship Manager (Portland)  
Location: Lincoln City to Seaside, OR (negotiable)  
Status: Salaried, full-time (exempt)  
Total Rewards: \$42,500 starting salary | \$512.50/month Health Reimbursement Account |  
Compensation: Fixed and Variable Reimbursements for Personal Vehicle & Home Office Use | Retirement benefit, employer matching after 1 year | Unlimited Paid Time-off Policy

### ***Role of the North Coast Stewardship Coordinator***

Trailkeepers of Oregon (TKO) is seeking an individual to grow and develop a diverse volunteer base on the northern Oregon Coast. We seek a candidate who can promote trail stewardship in the region, working with land managers and leading volunteers in protecting and enhancing northern Oregon Coast trails and visitor experiences. The North Coast Stewardship Coordinator will continue a high quality trail maintenance and stewardship program in the region. This position is based on a flexible workspace/schedule, allowing work from home and reporting directly to the field. While the position will assist in projects statewide from time to time, trail stewardship activities will focus primarily from Seaside to Lincoln City and some trail systems within the Coast Range.

Total compensation at TKO, beyond salary, includes generous paid time off, employer contributions to a Health Reimbursement Account, matching funds for retirement after a year, and more.

Studies show that women and people of color are less likely to apply for jobs unless they believe they meet every qualification listed in a job description. TKO values lived experience and we are dedicated to embracing diversity, committed to building a team that represents our communities' backgrounds. If this role sounds exciting, we want to hear from you!

### ***Essential Functions***

1. Coordinate and lead volunteers in trail stewardship and outreach through activities that are safe, fun and welcoming for all participants.
2. Recruit, guide, and train volunteer crew leaders to build capacity for volunteer service in maintaining the Oregon Coast Trail, filling Oregon Coast Trail gaps, and other trail system projects.
3. Support the TKO leadership staff and land manager partners in assessing and prioritizing current trail development and maintenance needs appropriate for volunteer service.

### ***General Responsibilities***

#### ***Lead Regular Stewardship Events – 70%***

- Lead and coordinate trail stewardship and engagement events 2-4 times per week.
- Support TKO interns, seasonal staff and volunteer leaders on trail projects, maintenance priorities and ambassador stations.
- Lead Trailkeepers University trainings 1-2 times per month with the goal of developing and supporting crew leaders and lead ambassadors.
- Host multi-day trips and volunteer vacation program offerings 3-4 times per year.
- Ensure effective maintenance and management of tools and related equipment/supplies.
- Work with TKO staff and land managers to identify, scope and work plan potential projects including: development of sustainable trail layout, structure design, and maintenance plans.
- Join TKO staff in other regions on strategic stewardship projects and training events.

#### ***Community Outreach Activities – 20%***

- Recruit community members with stewardship events, crew leadership opportunities, and other projects.
- Coordinate in-person and virtual events that encourage TKO members, volunteers, leaders, and the hiking community to engage in TKO programs.
- Conduct volunteer recruitment efforts with local businesses, trail clubs, and other organizations.
- Coordinate outreach with partners and land managers - hosting tabling and presentations at special events in the local and regional area.

### *Administrative – 10%*

- Meet regularly with TKO staff leadership - mainly virtual meetings, in-person from time to time.
- Maintain event registration by posting events and monitoring volunteer sign ups.
- Generate storytelling content for event promotion, volunteer training materials, and fundraising.
- Generate, maintain, and report on project and volunteer data to TKO and other partners.

### **Desired Qualifications<sup>†</sup>:**

- Passion for TKO's mission, vision, and values to protect and enhance Oregon's outdoor places.
- Cultural competency and experience working with people of diverse races, ages, genders, sexual orientations, abilities, and economic backgrounds.
- Experience recruiting, training, and leading volunteers.
- Skills in trail maintenance and stewardship activities.
- Strong interpersonal skills and desire to ensure a fun, safe, and quality volunteer experience.
- Ability to work independently to plan, prioritize, and organize workload.
- Excellent communication skills (written and oral).
- Use of home office, and a personal vehicle with a valid driver's license (TKO provides reimbursement).
- Preference will be given to applicants who are local to the Oregon coast.

*<sup>†</sup> Formal education is not required for this role. However, a strongly aligned skillset is. Please take care to write a letter of interest that concisely explains why you're a good fit for this role.*

### **Steps to apply, include the following in the Google Form link below:**

- Resume - please include professional, educational and volunteer experience
- List of at least 3 professional or volunteer references
- 1-Page Letter of Interest, please include the following:
  - TKO is dedicated to diversity, equity, and inclusion in our programming and needs staff, volunteers, and supporters that recognize the importance of safe access to the outdoors.
    - Based on your past experience, share a specific example of how you have made people feel welcome and safe at a volunteer event.
  - Being in charge of a growing program demands a person who can balance urgent and important priorities, welcome opportunities, and give space for strategic efforts to grow.
    - What experiences do you have in managing time and people to be effective while navigating changing work priorities?
  - This position requires someone who is a skilled collaborator and understands how to support others in being successful.
    - Please share an example of a collaborative program or project that you have been a part of and what made it successful (or not!).
  - This position is focused on engaging volunteers (both locals and visitors), in rural areas of the Oregon coast.
    - Please share your connection to the Oregon coast specifically, and/or experience engaging with rural communities more broadly..
- Submit these items to the Google Form [HERE](#)

### **Timeline:**

- April 7th - Job posted. Resumes reviewed on a rolling basis.
- Late April - First round of interviews, reference checks
- Position begins when the best candidate is found, ideally May 15th-June 15th start date

*This is an at-will position and is contingent on a variety of short and long term funding. The purpose of this position description is to provide information reflecting current practices. This position description does not constitute nor create any contractual agreement, rights or obligations. This position description may be amended to reflect changing priorities and adjusted funding.*