

## Join the ForeverGreen Trails Team

### ForeverGreen Trails is hiring a part-time Program & Communications Coordinator!



#### About ForeverGreen Trails

ForeverGreen Trails is a 501(c)3 nonprofit organization working to educate on the importance of and advocate for the funding and implementation of a system of multi-use trails that links each community and jurisdiction in Pierce County and to promote public stewardship of trails. We also support pathways, bike lines, sidewalks, etc. within communities to provide a seamless network for safe travel by walking, bicycling, other forms of active transportation, and transit.

ForeverGreen Trails works inclusively with all interested trail stakeholder and user groups to promote coordinated policy, directions, and priorities for trail plan implementation and operations.

#### Position Summary

The Program & Communications Coordinator is essential to achieving the ForeverGreen Trails strategic plan and activities. ForeverGreen Trails work is concentrated in four areas: education & advocacy; outreach & communications; stewardship; and organizational business/development. The Program & Communications Coordinator will work with the Executive Director and board members to develop & implement programs and maintain communications with a broad spectrum of people interested in trails.

#### Duties and Responsibilities

The Program & Communications Coordinator will:

- Organize the logistics of projects including being knowledgeable about each project's particulars, which range from daily minutiae to long-term goals, in order to keep it on schedule.
- Maintain necessary records of each project's development including contracts, invoices and financial files.
- Be available to the Board and community to respond to their requests and updates on the status of each project.
- Assist in developing and managing effective communications strategies for Pierce County Trails Day, annual conference, Trails to Ales, and other events including developing and distributing promotional materials & outreach to community partners and media.
- Assist with maintaining and drafting content for organization's website including the quarterly newsletter.
- Develop all organization social media efforts including Facebook and Twitter.
- Host the organization's table at events and handles other communications and promotional activities assigned by the Executive Director.
- Other duties as assigned by Executive Director.

#### Schedule & Location

The Program & Communications Coordinator will work approximately 20 hours per week.

Approximately half of the Coordinator's work hours will involve attending scheduled meetings and events at specific times and locations - the remainder may be performed remotely with a flexible schedule and location. Some evening and weekend work and travel throughout the region will be required.

## **Minimum Qualifications**

- Self-motivated, conscientious, adaptable and willing to work flexible hours
- Excellent organizational and communication skills
- Enjoy working on a variety of projects and can meet deadlines
- Analytical, problem solving and decision-making skills
- Ability to use Microsoft Office (Word, Excel, Outlook, and PowerPoint)
- Maintain basic graphic design skills and ability to use various software to create effective promotional materials
- Ability to coordinate completion of multiple tasks and meet deadlines
- Knowledge of presentation design, template usage and presentation delivery
- Experience working with a website content management
- Experience using social media, including Facebook, Twitter, Instagram, Snapchat and YouTube
- Able to work independently and in a team-oriented environment
- Able to demonstrate flexibility with changing priorities
- Highly motivated and organized

## **Working Conditions**

- Working remotely; no office space provided
- Ability to travel locally and regionally
- Ability to work varied schedules, including evening and weekend commitments

## **Equipment and Materials**

- No equipment is provided; must have own computer and internet connectivity.
- With approval, necessary materials can be provided or purchase price reimbursed.

## **Physical and Mental Requirements**

Requires frequent sitting, standing, and occasional walking. The employee is occasionally required to lift objects weighing up to 10 pounds and must infrequently lift more than 20 pounds or carry objects with both hands and arms. This position frequently requires continuous hand and finger movement. This position frequently requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to understand written and oral communication as well as give written and oral instruction. Some travel within Pierce County is required for meetings and events.

## **Reporting Structure**

The Program & Communications Coordinator reports to the Executive Director and/or specified board member. This position has no direct reports.

## **Benefits**

We support workforce diversity and are an Equal Opportunity Employer. The pay rate for the Program & Communications Coordinator is \$15/hour. The Program & Communications Coordinator will earn one-hour of paid sick leave for every 40 hours worked, per City of Tacoma Paid Sick Leave Ordinance. This position is not eligible for additional benefits.

## **Professional Level**

None specified

## **Minimum Education Required**

No requirement

## **How to Apply**

Please submit a cover letter and resume to [forevergreentrails@gmail.com](mailto:forevergreentrails@gmail.com). The position is open until filled.