

# Superior Hiking Trail Association

## Trail Stewardship Director

### Position Announcement

Application Closing Date: November 14, 2021



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## The Association

The Superior Hiking Trail Association (SHTA) protects, renews, and enhances the Superior Hiking Trail. We believe the Trail is a resource for everyone. Our staff work to improve the experience on the Trail and strive to connect the aspirations of those who use the Trail with those who care for the land. We are leading the charge by harnessing the power of volunteers, supporters, partners and trail users to break down barriers, engage participants, and create deeper relationships between people and nature. We do this for many reasons, but most importantly – to protect our natural landscape and preserve it so it can be enjoyed for generations to come.

Headquartered in Two Harbors, Minnesota, the Superior Hiking Trail Association manages, maintains and promotes over 300 miles of trail, 94 primitive campsites and over 60 trailheads. Our talented team is made up of four full-time and two part-time employees, 15-member Board of Directors, a handful of seasonal-contractors and hundreds of passionate volunteers that keep it all going.

This year SHTA celebrates 35 years of trail stewardship. To learn about what we do:

<https://superiorhiking.org/about-the-association/>

## Position Summary

The Trail Stewardship Director is referred to as the swiss army knives of positions -- there are many components, some you use more frequently than others, but all are important when managing and maintaining the Trail.

The Trail Stewardship Director is responsible for leading two core areas of operation of the SHTA, trail protection and data management. Additionally, this position supports and bolsters the work of the whole, assisting the ED and fellow staff members, the Board of Directors and volunteers.

# Primary Responsibilities and Qualifications

*Responsibilities include, but are not limited to:*

## **Trail Protection**

- Oversee the implementation of the trail protection goals of the SHTA.
- Lead in the development and implementation of SHTA's Trail Protection Plan.
- Lead the development and provide oversight of the Trail Protection section of the SHTA budget.
- Work with a wide range of agency partners to ensure proper management of the SHT.
- Act as the liaison and manage relations between private and public landowners and the SHTA. Execute agreements with partners as necessary.
- Assist the ED in resolving any private and public landowner conflicts.
- Work with the ED and Trail Operations Director in planning and implementing any reroutes of the SHT.
- Assist the ED with updates to Trail policies.
- Manage and track large group use and events on the Trail and associated policies.
- Manage seasonal closures and associated signage and announcements.
- Manage and update signage protocol in partnership with the Trail Operations Director.
- Manage and maintain the trail property database.
- Plan, schedule, and implement events, marketing and outreach around trail protection.
- Act as liaison to the North Country Trail Association, National Park Service on topics related to trail protection.
- Serve as staff liaison to the Board of Directors Trails Protection Committee.

## **Data Management**

- Serve as the authoritative source for and management of SHTA spatial data, and to leverage GIS solutions to inform and support SHTA's programmatic work towards its strategic goals
- Organize and update SHTA GIS data using ESRI products.
- Create landownership and project maps as needed.
- Update SHTA data products, such as the Trail Atlas, Avenza maps, and Guidebook, and coordinate publication as necessary.
- Coordinate and oversee any GIS contractor work.
- Manage data requests from public and private entities.
- Compile documents and data for securing permanent easements.
- Coordinate trail user data collection and analysis through user counts and surveys
- Collect field data and attend, conduct or support training; coordinate and work with agency partners, staff, and volunteers.

### **Supervisory responsibilities**

- Assist with the day-to-day oversight of coordinator-level positions within the Association.
- Oversee paid contractors and interns related to data management and trail protection.
- Oversee volunteers/in-kind professional services.

### **Other responsibilities**

- Work with ED in advocacy initiatives such as identifying and managing key issues involving federal and state agency initiatives and monitoring and engaging in state and federal legislative efforts.
- Assist ED in identifying and responding to grant opportunities and tracking and reporting secured grants.
- Assist the ED with other projects and duties as assigned.
- Provide leadership at staff and board meetings as needed.
- Assist with internal IT systems (ex. volunteer portal, Avenza Maps, Google Tools, trail database, Wordpress) when applicable.

### **Required Qualifications**

- Strong interpersonal communication skills.
- Completion of a four-year B.S. or B.A degree in an applicable field related to this position.
- Experience working in outdoor and/or natural resource and land management, recreational planning, project management, program development and administration.
- Highly skilled in Geographic Information Systems (GIS) with notable work experience and/or education in this field.
- Must love GIS and GNSS and working with others on how to apply GIS effectively to everyday work.
- Ability to navigate through conflict and negotiate positive outcomes.
- Demonstrated writing and communication skills, including development of informational and instructional materials.
- Highly-organized and creative individual.
- Strong time management skills, ability to meet strict deadlines.
- People person. Commitment to customer service. Must be able to communicate effectively with SHTA users, volunteers, public land managers.
- Results-oriented strategic thinker who can identify and complete detailed-oriented activities to move a Big Idea forward.
- Collaborative mindset. A desire to be part of a supportive team of exceptional staff.
- Personally motivated to integrate equity best practices into SHTA's operations.
- Knowledge of the Superior Hiking Trail is a plus.

## Schedule

This full-time salaried position is located in Two Harbors, Minnesota. Remote work arrangements available, with a minimum of three days in office required each week.

Typical work schedule will be Monday through Friday, 8am-5pm, with flexibility. Evening and weekend hours are necessary for fieldwork, meetings, events, and trainings along the Trail corridor.

## Compensation and Benefits

Salary \$40,000 to \$50,000 dependent on qualifications and experience.

Benefits include employee medical, retirement plan match, optional flexible spending account, and paid leave (holiday, vacation, sick and family leave).

## Diversity, Equity & Inclusion

The SHTA is committed to advancing equity through our work and to becoming a more inclusive organization. People of color and others with underrepresented identities (including but not limited to: gender identity, class, socioeconomic status, sexual orientation, age, ability, and background) are strongly encouraged to apply.

*Superior Hiking Trail Association is an Equal Opportunity Employer and does not discriminate on the basis of age, ancestry, color, creed, gender identity, marital status, military status, national origin, parental status, political ideology, race, religion, sex, sexual orientation, the presence of any sensory, mental or physical disability, or any other characteristic protected by law.*

## How to Apply

Please send us a letter of interest, resume, a writing/map sample and three professional references. Address your application to Lisa Luukkala, Executive Director, [lluukkala@superiorhiking.org](mailto:lluukkala@superiorhiking.org)

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