



## **NATURAL AREAS CONSERVANCY**

### **Trails Program Manager**

### **Job Description**

#### **ORGANIZATIONAL OVERVIEW**

The Natural Areas Conservancy (NAC) was founded in 2012 to advance the restoration and conservation of natural areas for a resilient and healthy New York City. We participate in a public-private partnership with the NYC Department of Parks & Recreation (NYC Parks) to enable high-quality management of the City's 10,000 acres of forests and wetlands. A key focus of our work is increasing awareness opportunities for the general public to experience NYC's abundant nature and diverse ecology. Since 2016, we have been building a strong citywide trails team to execute trail formalization projects in all five boroughs, and are looking to expand the formalization, maintenance, stewardship, and engagement of the trail system. More information about our work is at [naturalareasnyc.org](http://naturalareasnyc.org).

#### **POSITION OVERVIEW**

New York City Parks contains more than 325 miles of trails within its 10,000 acres of natural areas parkland. These hiking trails provide a means for New Yorkers to connect to nature in their public parks, but many of these trails are unmarked and difficult to navigate. The NAC trails team works in close partnership with NYC Parks staff to conduct trail improvement projects that increase access to NYC's natural areas, while also mitigating erosion and fragmentation to the natural areas in order to increase the health of our forests and wetlands.

The Trails Program Manager will be responsible for building a strategic framework for trail improvement, maintenance, stewardship, and programming efforts across the citywide trail system, including overseeing staff responsible for increasing community engagement and conducting trail improvements.

In early 2020, the NAC will release a Strategic Trails Plan for New York City, which will outline recommendations for increased investment in trails, formal design guidelines, and cost estimates for the formalization and maintenance of a citywide trail system. This is a new role, reporting to the Deputy Director of Programs. The **Trails Program Manager** will work in close partnership with NYC Parks and other regional partners and will provide superstructure to the emerging NAC trails program. This new position will work closely with the NAC program team and our partners at NYC Parks to build a framework to establish goals for the citywide trails program, identify priority projects that meet the goals of the program, strategize opportunities to increase community and volunteer engagement to support trail work, and establish impact metrics to report on the trails program. This position may assume supervision of the technical trails crew after a period of onboarding.

#### **MAJOR RESPONSIBILITIES**

- Create a three-year strategy that is informed by the Strategic Trails plan for the formalization and maintenance of a citywide trail system and prior work of the NAC and NYC Parks trails team



- Coordinate with senior staff at NAC and NYC Parks to draft annual work plans for trail formalization, trail improvements, and stewardship, including work scopes, timelines, and budgets, including City Council budgetary asks
- In close collaboration with the Partnerships Manager and Community Engagement Manager, support the development of a corporate giving program and robust volunteer engagement program to supplement the maintenance and programming activities of the NAC and NYC Parks
- Stay abreast of sustainable trail building techniques and make recommendations to NAC and NYC Parks to incorporate those methods into the citywide trail system
- Provide leadership in community engagement and outreach for local and regional groups, as well as the general public, to ensure adequate volunteer support for trail projects and to foster stewardship of trail systems
- Train and supervise two full-time staff responsible for training trail stewards and trail improvement projects; hire new staff or interns, as needed
- Represent the citywide trails program at working groups, public presentations, and meetings, as necessary

#### **REQUIRED SKILLS/QUALIFICATIONS**

- 4+ years of program management experience including managing staff and/or volunteers
- Bachelor's degree, preferably in environmental science or outdoor recreation
- Experience managing program goals and outcomes, budgets, and timelines
- Experience developing and managing partnerships
- Experience with workplace safety practices
- Experience initiating or growing volunteer programs
- Experience engaging volunteers, members of the public, and public agencies
- Strong verbal and written communication skills
- Demonstrated ability to manage multiple projects and liaise with a wide range of senior stakeholders
- Willingness to work occasional early mornings, evenings, and weekends
- Valid New York State driver's license

#### **PREFERRED SKILLS/QUALIFICATIONS**

- Launching new programs or initiatives
- Knowledgeable about trail design, construction, and maintenance
- Experience managing a public-private partnership
- Public speaking skills and experience a plus
- Experience with writing and securing grants

**To apply, please submit a cover letter and resume to: [jobs@naturalareasnyc.org](mailto:jobs@naturalareasnyc.org) and note the job title in the subject line.**

#### **COMPENSATION & BENEFITS**

The Natural Areas Conservancy offers a competitive benefits package (medical, dental, 401k, PTO) and salary commensurate with experience.