Job Description: Trail & Bikeway Coordinator

Green Umbrella seeks a dynamic, highly motivated, detail-oriented individual to support the work of Tri-State Trails as a full time Trail & Bikeway Coordinator.

This full-time position reports to the Director of Tri-State Trails. The Trail & Bikeway Coordinator will work out of the Green Umbrella office in Madisonville.

About Green Umbrella & Tri-State Trails:
Green Umbrella leads collaboration, incubates ideas and catalyzes solutions that create a resilient, sustainable region for all. We envision a vibrant community where sustainability is woven into our ways of life. Our systems-level work has the goal of improving the health of our region’s people, climate and landscape. We do this by convening collective impact teams in four areas: People, Policy, Built Environment and Landscape.

Tri-State Trails is an alliance of community advocates advancing a vision to connect and expand our region’s trail and bikeway network. An initiative of Green Umbrella, Tri-State Trails activates cross-sector collaboration to expand access to walkable and bikeable communities to all people. We believe that trails enhance our region’s communities, resulting in healthier people and stronger economies. Our mission is to connect people and places with a regional trails network that enhances vibrancy and equity in our community.

Primary Responsibilities

- Provide technical assistance to community groups and local governments to advance connections called for in Tri-State Trails’ 10-county Regional Trails Plan
- Cultivate relationships with local government decision makers, elected officials, and community influencers to build support for the mission of Tri-State Trails
- Manage Tri-State Trails’ Regional Trails Plan database in ArcGIS
- Oversee planning and implementation of Tri-State Trails’ annual Trail Monitoring Program
- Prepare maps, graphics, and PowerPoints for a variety of presentation formats
- Craft compelling original content for Tri-State Trails’ social media, website, and monthly e-newsletter
- Work with a committee of volunteers to plan and execute Tri-State Trails’ biennial Summit (October 2020)
- Curate engaging speakers and content for quarterly meetings of the Tri-State Trails’ stakeholder network
- Organize, lead, and participate in community events, including group hikes and bike rides (including some evenings and weekends)
- Maintain Tri-State Trails’ contact database and website
Tri-State Trails is a nonprofit organization that aims to connect and expand the region’s trail network, making it more accessible and enjoyable for residents. Our mission is aligned with Green Umbrella, our founding organization and Greater Cincinnati’s regional sustainability alliance.

**Required of Applicants**
- Undergraduate degree in urban planning, environmental sustainability, or related field
- Minimum three years of nonprofit, government, or private sector experience
- Passionate commitment to the missions of Tri-State Trails and Green Umbrella
- Demonstrated self-direction and ability to work independently in a fast-paced work environment
- Proficient at Microsoft Office (Word, Excel, PowerPoint)
- Intermediate experience using ArcGIS to manage data and prepare visually appealing maps
- Excellent written and verbal communication skills
- Event planning experience
- Ability to travel around the Greater Cincinnati region

**Preferred of Applicants:**
- Basic experience using Adobe Illustrator, Photoshop, and InDesign
- Ability to navigate the region by bike and public transit
- Grant writing experience
- Photography or videography experience

**Description of Salary & Benefits**
- Annual salary of $35,000 to $50,000, commensurate with experience
- Eleven (11) paid holidays annually
- Accrual of twelve (12) vacation days in first year of employment (increases with tenure at organization)
- Accrual of ten (10) sick days annually
- Flex-time policy for overtime hours
- Health Insurance: 100% of health insurance premium cost for full-time employees is covered by GU (no wait period). 25% of spouse/family health insurance is covered by GU
- Other worksite wellness initiatives as announced

**To Apply**

Interested candidates should submit a cover letter and resume as one PDF attachment by 5:00 PM on February 3, 2020 to wade@greenumbrella.org. Address cover letter to Wade Johnston, Director, Tri-State Trails. No phone calls please. Applications will be reviewed as they are received, so if you are interested in the position, please submit your information as soon as possible.

GREEN UMBRELLA IS AN EQUAL OPPORTUNITY EMPLOYER AND VALUES DIVERSITY AT ALL LEVELS OF ITS WORKFORCE.