

Firefly Trail Inc.

Trail Development Coordinator

Contract Announcement

Firefly Trail, Inc., is a 501(c)(3) Georgia non-profit incorporated for the purpose of creating a multi-use trail from Athens to Union Point along the corridor of the historic Athens Branch of the Georgia Railroad. For more information about Firefly Trail, Inc. (FTI), please visit www.fireflytrail.com.

FTI is currently recruiting a part-time Trail Development Coordinator to assist with key activities that will promote the implementation of the Firefly Trail from Winterville to Union Point.

Responsibilities:

1. The Trail Development Coordinator will focus on key communities along the trail specifically to:
 - a. Facilitate the creation of Local Action Committees that can take ownership of the process of building the Firefly Trail in their community.
 - b. Facilitate community relations building.
 - c. Facilitate and coordinate meetings, events, and fundraising.
 - d. Collaborate in the research of right-of-ways and easements.
2. Coordinate with community leaders, state officials and other stakeholders.
3. Work directly with and report to the FTI Board of Directors.
4. Conduct other tasks as deemed necessary by the FTI Board.

Job requirements:

1. Bachelor's or Master's degree; a degree in community or urban planning is an advantage.
 - a. Excellent communication skills both written and verbal.
 - b. Experience with public speaking, presentations, event planning and community building.
 - c. Attention to detail and organization.
 - d. Self-motivated and able to work independently.
 - e. Travel is required; must own a car for required travel.
2. Trail Development Coordinator must provide their own computer, printer/scanner, mobile phone, and appropriate software. High comfort level using MS Office and Google docs required.
3. Photography/video skills are an asset, but not required.
4. Ability to work 20-30 hours/week from home.

This is a one year part-time contractual position with potential extension based on performance. Continuation of this position past one year is also contingent upon funding. As an independent contractor, the Trail Development Coordinator will be responsible for all taxes and other withholding, health insurance and other benefits. The Trail Development Coordinator will receive a Form 1099 following 12 months of work.

Applications will be accepted until a candidate is selected, but apply by 6/30/2018 to ensure that your application is considered. For information or to apply, contact Mary Cook at maryc@fireflytrail.com (cover letter and resume only, please).

Posted: 6/15/2018