Central Washington Regional Coordinator

**Compensation:** $24.00 - $26.00 per hour, full time, non-exempt  
**Priority Application Date:** February 14, 2024  
**Position Location:** Remote - Cle Elum, Ellensburg, Leavenworth, Yakima and Wenatchee

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**Inspiring Hikers to Create Trails for Everyone, Forever**

Washington Trails Association (WTA) is the nation’s largest hiking and trail maintenance nonprofit. We have a 50-year legacy of engaging the hiking community to ensure Washington's trails stand the test of time. With more than 27,000 members and an online community of over 300,000 and growing, we are connecting people to the outdoors — from everyday adventures to backcountry explorations. Each year, 4,500 WTA volunteers perform over 160,000 hours of trail maintenance across the state. We mobilize hikers as public lands advocates, trail stewards and on-the-ground experts sharing knowledge with fellow hikers. WTA's strength is our community and our vision depends on fostering an inclusive organization where everyone feels welcome and represented. Together we can ensure there are trails for everyone, forever.

**Position summary**

WTA seeks a Central Washington Regional Coordinator to grow and develop a diverse WTA community base in the central region of Washington state to advance its mission to mobilize hikers and everyone who loves the outdoors to explore, steward and champion trails and public lands. A cornerstone of our work in the region has been the collaborative creation of the Teanaway Community Forest. This position will continue to advance WTA’s long-time involvement in the forest, with a focus on advancing the West Fork Trails Plan in partnership with land managers and other stakeholders and in increasing involvement from the local community.

The ideal candidate will be someone who is driven to help everyone discover the joy of time in nature. They will be excited to lead our efforts around planning and community building for the Teanaway Community Forest, a signature project of WTA's that is working to ensure there are a variety of quality hiking opportunities accessible to everyone who loves the outdoors.

The Central Washington Regional Coordinator is a full time non-exempt position based in central Washington that reports to the Senior Strategic Initiatives Manager and works closely with WTA’s trail maintenance team, and the Statewide Engagement and Events Coordinator.

For the purposes of this position, Central Washington is considered the areas surrounding the towns of Cle Elum, Ellensburg, Leavenworth, Yakima and Wenatchee. Fostering community support for our efforts in and around the Teanaway will be a primary focus for this position.

**Primary Responsibilities**

**Community Outreach: Building and maintaining a strong community base – 40%**

- Develop and implement the strategy to engage the Central Washington Regional hiking community through volunteer recruitment and stewardship, education and outreach, as well as promotion and partnership building.
- Actively engage in local coalitions and with partner organizations in the region to support WTA’s mission and desired work outcomes.
- Independently plan and coordinate events and opportunities that encourage WTA members, volunteers and hiking community to engage in WTA programs, with support as needed from Statewide Engagement and Events Coordinator and Communications team.
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- Identify opportunities for engagement and coordinate WTA presence at outreach events both hosted by WTA (ex: Washington Trails Day) and hosted by others (ex: Ellensburg Farmers Market) in coordination with the Statewide Engagement and Events Coordinator.
- Develop and maintain relationships with other organizations in the outdoor space in the region, accurately tracking interactions and potential partnership opportunities.
- Coordinate with the Communications Team to develop and identify potential regional stories for magazine and electronic media publication.
- Identify local issues of concern for the hiking community and work with the Advocacy Team to address these issues.

**Trail Maintenance Program: Support and Engagement of Volunteers and Land Managers – 40%**

- Develop and deepen relationships and serve as liaison with regional public-lands managers to identify and implement quality volunteer projects and work on hiker-related issues.
- Participate in longer-range planning of trail projects, coordinating and strategizing with both external partners and members of WTA’s Trails and Advocacy teams.
- Schedule and support volunteer work parties and other events.
- Assist in growing the region’s volunteer leadership pipeline.
- Leading, planning for and documenting volunteer work parties which includes:
  o Communicate with land managers, supervisors and volunteers regarding work party plans and accomplishments.
  o Ensure effective maintenance and management of tools and related trail work supplies.
  o Establish a safe, fun and inclusive working environment for a crew of volunteers of diverse ages and backgrounds.
  o Train, motivate and lead volunteers to complete a variety of trail projects including annual maintenance, repairs and new construction.
  o Ensure all technical work is to standards, including tread construction, drainage structures, and construction of steps, turnpike and puncheon.
  o Calmly manage emergency situations following WTA’s emergency response protocols.
  o Maintain and submit all affiliated work party documents and reports.

**Administrative & other duties – 20%**

- Attend regularly scheduled meetings with supervisor, Statewide Engagement and Events Coordinator, Trails Team and other key program staff.
- Travel to Seattle or other parts of the state as assigned.
- Build trail work parties and outreach events in Salesforce and monitor registrations.
- Other general organizational support duties as assigned.

**Experience, Skills, Knowledge and Values**

WTA is committed to supporting professional development, so we encourage you to apply even if you do not meet all the qualifications listed.

*Competitive candidates will highlight the following in their application, or express willingness to learn:*  
- Demonstrated commitment to WTA’s mission and values on diversity, equity and inclusion  
- Ability to accept and integrate feedback graciously and give effective feedback to team members  
- Ability to think strategically about how our organization fits into the landscape of public lands and partnerships in Washington state.
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- Cultural competency experience and demonstrated ability to work with people of diverse races, ages, genders, abilities and economic backgrounds to achieve shared objectives
- Ability to work independently, to plan, prioritize and deliver on time, while being a member of a dynamic team.
- Experience engaging with the public through outreach, promotion, sales, advocacy or similar skills
- Demonstrated skills in trail maintenance and building
- Experience recruiting, training, and leading volunteers required. Experience leading participants on trail maintenance projects is a plus.
- Demonstrated experience working in an outdoor setting
- Knows how to engage, and work with, multiple stakeholders at all organizational levels internally and externally to the organization.
- Proficiency with Microsoft Office and Google Suite. Familiarity with CRM databases such as Salesforce is a plus.
- WFA or WFR certification and CPR certification valid through the duration of employment or immediate willingness to become certified.
- Reliable vehicle and valid driver’s license (WTA provides mileage reimbursement).
- Reliable internet and printer access.

Location and Schedule
The Central Washington Regional Coordinator is a full-time, non-exempt position based remotely in Central Washington (Ellensburg, Cle Elum, Yakima or surrounding areas). The main focus of in-person trail maintenance projects in the first year of employment will be in the Teanaway Community Forest. Coalition and community outreach events will also be in person at various locations in the region.

The work schedule will be variable depending on the season and programs operating, but the typical schedule is 40 hours a week over 5 days. During the spring and fall seasons, the Coordinator will be assigned to lead volunteers on some weekend trail maintenance work parties. Some evening and weekend work may be required to attend meetings, assist with off-hours volunteer training, and support the growth of WTA’s work in Central Washington.

Compensation
Compensation starts at $24.00 – $26.00 per hour, depending on experience. This role has the potential to go up to $27.00 per hour with time and demonstrated success in the role. Our benefits package includes medical, dental, vision, retirement, disability, transportation and holiday, vacation and sick leave. For more information about WTA’s benefits, please visit our website: www.wta.org/careers.

Diversity, Equity & Inclusion
WTA is committed to advancing equity and continually working to become a more inclusive organization. We believe WTA, and Washington’s hiking community, is made better by people with varied backgrounds, identities, abilities and lived experience. People of color and others with identities that are underrepresented in the outdoor industry (including but not limited to: gender identity, class, socioeconomic status, conviction history, sexual orientation, age, ability, and background) are strongly encouraged to apply.

*WTA does not discriminate in employment opportunities or practices on the basis of age, ancestry, caste, color, creed, expunged juvenile record, familial status, family relationship (denying employment because a family member already works for the employer), gender identity, marital status, honorably discharged veteran or military status, national origin, citizenship or immigration status, off-duty tobacco use, political ideology, race, religion, sex, sexual orientation, source of income, genetic information, the presence of any sensory, mental or physical disability, status as a victim of domestic violence, harassment, sexual assault or stalking, the use of a*
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Trained service animal by a person with a disability, actual, potential, perceived, or alleged pregnancy outcomes, or any other status or characteristic protected by federal, state or local law.

To Apply:
Click on or copy the following URL link to our application form to apply for this position: https://forms.gle/yhHmjLXZ3mm2o5M26. Additionally, submit a resume and a brief cover letter describing professional and personal experience relevant to the position to jobs@wta.org. This position is open until filled, with priority given to applications received by February 14, 2024. If you have any questions about this role or the location, please contact jobs@wta.org. We look forward to hearing from you.

The hiring process for this role will include a phone screen, virtual panel interview and a final in-person interview (TBD location) and will include a request for references in the final stages of screening. WTA’s practice is to run a background check through Universal Background Screening and the National Sex Offender Registry. We will create opportunities for candidates to discuss any results prior to hiring decisions being made.