

Revision Date: December 19, 2024
Job Title: Field Project Specialist
Supervisor: Regional Representative
F.L.S.A.: Non-exempt



Summary: This primarily field-based position works with corps crew partners and volunteer trail crews to oversee and teach technical trail work and projects in various locations along the PCT. Crews vary with a mix of conservation corps crews, young adults, and adult volunteers working on 1 to 10-day projects in both front country and backcountry settings. This position centers and implements diversity, equity, inclusion, and belonging (DEIB) strategies in the field.

These full-time, seasonal positions will vary by field season length and location.

Essential Job Functions and Tasks:

Project Coordination and Leadership

- Provide on-site leadership managing trail project logistics and technical oversight, in the backcountry or front country; may include coordination of supply loads for transport by animal packers
- Provide technical guidance, training, and support to crew leaders, crew members, and volunteers while on the project and in camp
- Supervise and manage projects, train and guide corps crews and volunteer crews in trail maintenance, rehabilitation, and construction skills
- Facilitate project and training planning and related communications with land managers, volunteer leaders, and other partner organizations
 - Document and communicate project accomplishments
 - Manage accurate data, records, and reports
- Coordinate all project-related logistics and paperwork requirements
- Facilitate pre-and-post project volunteer communications
- Ensure corps crew and volunteer work meets PCTA and agency standards while adhering to all safety and environmental protocols

Volunteer and Partner Engagement

- Develop communications about project accomplishments
- Manage accurate data, records, and reports

Other Duties

- Oversee tool maintenance
- Provide administrative support
- Perform related duties as required to support and strengthen the mission and purpose of PCTA



Experience and Qualifications:

Required

- Minimum of two years of relevant experience
- Outdoor leadership in training, managing, and leading trail crews
- Embraces equity, diversity, and inclusion values
- Leave No Trace and backcountry living skills
- Excellent trail maintenance, rehabilitation, construction, and rock work skills
- Ability to maintain a safe working environment in the field
- Experience communicating with, coordinating, teaching, and managing corps crews, crew leaders, and volunteers
- Strong interpersonal skills with the ability to effectively build relationships and interact with people from diverse cultural, socioeconomic, and ethnic backgrounds
- Ability to listen, give, and take feedback and learn
- Strong time management and detailed organizational skills with the ability to self-direct workflow to manage multiple projects at once and meet deadlines
- Team player with initiative, determination, and flexibility who thrives in a fast-paced work environment
- Proficiency using a computer, Microsoft Office and Outlook; comfortable learning new technology systems as needed
- Possess a valid driver's license and be able to drive personal or rented vehicles

Desirable

- Proficiency in technical trail construction skills such as rigging, stock packing, etc.
- Chain and crosscut saw certifications
- Valid wilderness first aid, including CPR certification, or ability to complete certifications before the employee's first managed project

Physical Requirements:

- Ability to work in front and backcountry settings, at high elevations, and in inclement weather
- Ability to lift 25 pounds
- Ability to travel, including hiking and backpacking on and off trail for several days at a time
- Ability to perform manual trail work



Typical Working Conditions:

The Field Project Specialist works under the direct supervision of the Regional Representative in the project area. This position works from a satellite office located within the region. Regular backcountry travel with substantial time overnight in the field is to be expected as well as weekends and some evenings. They are expected to communicate regularly on work projects. PCTA covers travel expenses. Housing is not provided.

Equipment Used:

- Typical office equipment including laptop computer, necessary computer peripherals, and other standard office equipment
- Standard trail tools including hand tools such as Pulaskis, McLeods, pick mattocks, rock bars, sledgehammers, and shovels
- Advanced tools including crosscut and chainsaws, brush saws, and rigging systems

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee Acceptance _____ Date _____