



# CONTINENTAL DIVIDE TRAIL COALITION

**Position Title:** Trail Policy Specialist  
**Supervisor:** Director of Trail Programs  
**Status:** Full Time, Salary, Exempt  
**Start Date:** June 2024  
**Office Location:** Remote (*in NM, CO, WY, ID, MT*)

The mission of the Continental Divide Trail Coalition is to complete, promote, and protect the Continental Divide National Scenic Trail by building a strong and diverse trail community, providing up-to-date information to the public, and encouraging conservation and stewardship of the trail, its corridor, and surrounding landscapes.

## POSITION SUMMARY

The Continental Divide Trail spans New Mexico, Colorado, Wyoming, Idaho, and Montana connecting rural communities across some of the most biodiverse, sensitive landscapes in the world. The Trail Policy Specialist will work with the Director of Trail Programs to develop and refine Trail Policy to ensure the landscape and the trail experience is elevated and protected on a local, regional, and national scale. This role will be critical in building grassroots, stakeholder, and political support for the CDT, the Continental Divide landscape, and other key areas of CDTC's work. The Trail Policy Specialist will work in close collaboration with CDTC staff, partners, and other stakeholders to elevate trail management and policy work across CDT stewardship efforts.

This position is critical in supporting CDTC's response to all actions that impact the trail, including agency proposals, management directives, state and federal laws, private development, state and federal legislation, and visitor use. This requires working alongside CDTC staff to build relationships with decision makers, participate in coalition-building efforts, assist on priorities of the CDTC Trail and Lands committee, and develop short- and long-term communication strategies on legislative priorities, successes, and needs. The Trail Policy Specialist will have the primary focus, under the direction of the Director of Trail Programs, to develop, craft, and, at times, directly author, the creation of a CDTC Stewardship Handbook to provide overarching guidance that will provide a framework for CDTC's efforts to steward the CDT.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Trail Management

- Collaborate with the Director of Trail Programs, the Executive Director and partners to identify and respond to local, state, Tribal, or national policy or legislation that may affect the CDT.
- Research, analyze, and assist in authoring comments in support of CDTC's response to land management plans and other actions to ensure CDT protections and stewardship, as an integral member of CDTC's Trail and Lands Committee
- Elevate the cooperative stewardship model of the CDT by strengthening positive working relationships with agency and Congressional staff, mobilizing CDT stakeholders and partners, and creating educational resources for diverse audiences.
- Support the resiliency of the CDT by proactively analyzing factors such as extractive activities, renewable energy development, wildlife corridors, climate change, the growing popularity of public lands, and other factors in the trail
- Participate in coalitions dedicated to the protection of public lands along the CDT corridor as needed.

### Education & Advocacy



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Trail Programs in  
relationships with

- Aid the Director of maintaining elected officials and other decision makers through education, advocacy, and grassroots organizing. This includes supporting the creation of CDTC's annual Congressional Report.
- Support CDTC's response to local, state, Tribal, and national policy and legislation. This may require travel to Washington, D.C. or other locations to report on activity on the Congressionally designated CDNST.
- Identify opportunities to recruit and mobilize CDT advocates, partners, and community members to communicate effectively with leaders and decision makers on CDT priorities

## Communication

- Strategizing and participating in short- and long-term campaign plans on legislation, priority issues, and local, state, and national policy impacting the trail.
- Collaborate with appropriate staff and partners to write and review reports, fact sheets, newsletter and press articles, opinion pieces, e-communications, and website content related to elevate the CDT and CDTC trail protection efforts to the public, the media, and decision makers.
- Identifies opportunities for interviews, ceremonies and other events for staff and Board to elevate the CDT, and drafts talking points as needed around critical trail protection and conservation issues.

## Additional Duties

- Speak passionately about CDTC's mission and vision.
- Assist the Director of Trail Programs with other projects and duties as assigned and collaborate on additional projects, as needed.

## QUALIFICATIONS, REQUIRED AND PREFERRED SKILLS

### Education & Experience:

The Trail Policy Specialist position requires a set of core competencies to perform the role outlined above including but not limited to: **Policy Analysis & Research, Community Engagement, Partnership Collaboration, Government Affairs, and Natural Resource Management.** Five (5) years of a combination of education and experience that demonstrates proficiency in these core competencies, and/or a Bachelor's degree and/or experience in progressive responsibility in environmental policy, land conservation and/or resource or land management.

CDTC recognizes that college and continuing education, professional work experience, volunteer participation, and a diversity of other backgrounds can demonstrate proficiency in these core competencies. All individuals who feel they have experience that demonstrates expertise and/or familiarity with the core competencies are encouraged to apply.

### Required Skills

- Proven success and experience in the management of National Trails, Parks, Forests, and/or Waterways or natural resources and conservation including: Bachelor's Degree from four-year institution in related field; Associates Degree in related field; or demonstrated equivalent experience in related fields.
- Must be passionate about the CDT and commit to the mission of the CDTC.
- Must be interested in and helping further CDTC's commitment to advancing justice, equity, diversity, and inclusion along the CDT and other Trails, Parks, Forests and Waterways.
- Must be a self-starter with good judgment and initiative to work without close supervision.
- Must have strong organizational skills with attention to detail and be able to manage multiple projects with multiple deadlines, simultaneously.
- Must have strong communication skills, with a focus on written and oral communications.



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- Must be a team working

disciplines and willing to find innovative and creative solutions to the challenges facing the Continental Divide National Scenic Trail today and tomorrow.

player and interested in collaboratively across

## Preferred Skills

- Experience in development and evaluation of land management policy, trail management, natural resources or other associated issues.
- Proven success in collaborating effectively with communities, user groups, and partners with a diversity of interests and backgrounds
- Familiarity with federal land management agency structures and planning efforts.
- Strong knowledge of all Microsoft Office products, especially Outlook, Excel, Word, and PowerPoint.
- Experience using Zoom, InDesign, ArcGIS, or other associated software and technology.
- Fluency in Spanish.

## SUPERVISION AND WORK ENVIRONMENT

The Trail Policy Specialist is supervised by the Director of Trail Programs. The position will have no supervision duties. Travel is common and will include travel to communities and sites along the CDNST, to sites off-trail or future trail locations, as well as locations such as Washington, DC. Weekend and evening work will be required from time to time, including multiple-day and overnight travel. This position description summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out those duties.

## PHYSICAL DEMANDS

Work may include day and overnight hiking to evaluate on the ground conditions impacting the CDNST along its entirety. The employee may be required to drive to perform duties of the job, therefore a current driver's license (or ability to obtain a license) is required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The CDTC is an equal opportunity employer. All individuals are encouraged to apply.

## COMPENSATION AND BENEFITS

Starting annual salary is \$55,000. The CDTC also provides benefits including company sponsored health insurance, cell phone reimbursement, 403(b) retirement plan contributions, and a generous time off policy.

## TO APPLY

Interested individuals should send a cover letter, resume and three references to [sshattuck@continentaldividetrail.org](mailto:sshattuck@continentaldividetrail.org) with the subject line "Trail Policy Specialist Application". The application deadline is May 12, 2024.

## TO LEARN MORE

For those interested in learning more about the Trail Policy Specialist position, CDTC's Director of Trail Programs will host an Information Session on Wednesday May 1, 2024 from 5:30-6:00 PM MST. To attend, please [Register Here \(under Join us for the Trail Policy Specialist Info Session!\)](#), and you will be sent a follow-up email with the Zoom link and further instructions. If you are not able to attend the session, a recording will be posted on the CDTC website, and you can still submit questions through the registration link above.

## EOE STATEMENT



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The CDTC provides equal  
opportunities (EEO) to all

applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetics, or  
other protected status. For information about the CDTC, please visit our website at [Continental Divide Trail  
Coalition](http://Continental Divide Trail Coalition).

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employees and