



July 9, 2021

**Job Description and Application:
Trails and Outdoor Recreation Coordinator, Tillamook County**

Tillamook Coast Visitors Association (TCVA), a destination management organization representing the Tillamook County tourism industry, is seeking a **Trails and Outdoor Recreation Coordinator**. This is a full-time position reporting to the Executive Director of TCVA. The individual will work closely with the TCVA team and board of directors, as well as community groups, nonprofits, land managers, recreation operators, and others in Tillamook County.

This position serves as a key destination representative in TCVA's efforts to actively build and maintain relationships, engage the community, fulfill the work plan, and help locals and visitors create a mutually beneficial relationship through tourism management of trails and outdoor recreation.

Top candidates will possess a background in community engagement, project management, communication, and/or sustainable tourism principles, and experience working with multiple and diverse stakeholders.

Salary ranges from \$55,000 to \$60,000, depending on experience, and includes a benefits package. The position will be stationed in Tillamook County, with remote work and team meetings at the office located at Port of Tillamook Bay. TCVA is an equal opportunity employer.

Deadline for application is **August 25, 2021**. Please complete the [application](#) and email along with a resume to: nan@tillamookcoast.com

Trails and Outdoor Recreation Coordinator: Tillamook County
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Reports to: Executive Director, Tillamook Coast Visitors Association (TCVA)

POSITION DESCRIPTION

The **Trails and Outdoor Recreation Coordinator** plays a key role in building partnerships and collaboration among the many businesses, organizations and agencies that develop trails and outdoor recreation activities throughout Tillamook County and adjacent counties and districts. This position is responsible for convening, facilitating and supporting several trails groups that are currently operating. The Trails and Outdoor Recreation Coordinator will develop and fulfill a specific work plan to ensure trails are connected and accessible, an initiative important to local communities and visitors. The Coordinator will act as point person with public lands representatives to ensure the online [GIS trails and outdoor recreation map](#) on tillamookcoast.com is kept up to date, in particular those trails, campgrounds or boat launches that may be closed due to weather, storm damage, lack of facilities or resources, or construction, or newly opened.

The Coordinator will also recommend trail and outdoor recreation locations and activities that can be improved for access for all abilities. The Coordinator will aid in refining strategies and objectives, and may act as project manager, program manager, facilitator and/or lead implementer for a variety of trail and outdoor recreation development efforts. Grant writing and awareness of available grant funds will be important to the success of this role. Benchmarks will provide a framework for regular reporting and outcome of program goals.

Trails and Outdoor Recreation Coordinator reports to and works closely with the TCVA Executive Director, TCVA team and board of directors, and various federal, state and county agencies and organizations to support the strategic vision and mission of [sustainable tourism and destination management](#) in Tillamook County.

Work focuses on achieving the “Three R’s” benchmarks (Return on Investment, Relationships and Responsibility) from the TCVA [Destination Management Strategic Plan](#), as well as other projects important to the community in its destination management development. This plan can be downloaded at tillamookcoast.com/industry

Trails Coordination – Connect, convene and facilitate discussions and coordination with multiple federal, state, regional & local organizations, agencies & individuals developing trails and trail planning in Tillamook County:

- Serve as the main point of contact and be a key resource and facilitator in support of trail activities and development in Tillamook County
- Develop a cohesive trail planning and development report to increase collaboration and funding efforts for all trails projects.
- Map and make recommendations and prioritizations for trail connectivity.
- Recommend trail and trailhead signage, public safety messaging, other information as needed.
- Collaborate on projects that support stewardship initiatives.
- Create communication channel with local, regional, state and federal public lands representatives to ensure GIS mapping is kept accurate and up to date.
- Act as liaison with community at large in communicating trail needs to TCVA, county, region and state.
- Attend workshops, webinars and other activities related to regional, statewide and national trails efforts.
- Assist with trailhead and beach ambassador programs
- Assist with events, fundraising and volunteer efforts related to trails
- Serve as liaison between businesses and organizations and TCVA on messaging, marketing, website content, event promotion and communication channels for trail coordination programs.

Outdoor Recreation Coordination -

- Determine ways to support and develop outdoor recreation sectors, such as recreational fishing/crabbing/clamming, water trails, kayaking, birdwatching, surfing, mountain biking, disc golf, etc.
- Work toward a welcoming inclusiveness and improving access to outdoor activities.
- Develop strong relationships with local organizations and businesses engaged in outdoor recreation.
- Seek ways to increase engagement with outdoor recreation suppliers and tour companies.
- Work with chambers, recreation districts and local businesses in efforts to encourage new opportunities.
- Serve as liaison between businesses and organizations and TCVA on messaging, marketing, website content, event promotion and communication channels for outdoor recreation programs.

Administration – Work with TCVA board and team for reporting and progress:

- Produce and compile monthly reports on trails and outdoor projects, reporting to TCVA executive director. These reports will be compiled to inform the TCVA board and the twice-yearly reports to county commissioners.
- Actively participate in and contribute to TCVA team strategic planning and meetings.
- Follow principles of sustainable tourism and destination development as outlined in TCVA Destination Management Strategic Plan.
- Attend, report, and assist with tourism board meeting duties as needed.
- Perform other duties as assigned.

QUALIFICATIONS & PREFERENCES

- A. Education Preparation and Work Experience
 - Associate degree with equivalent work experience; BA/BS degree preferred
 - Knowledge of and an affinity for outdoor recreation and stewardship
 - Knowledge of destination management and sustainable tourism principles
 - Experience in program management, meeting facilitation, community development, hospitality and/or small business as an employee or volunteer
- B. Technical Skills
 - Knowledge of digital tools and databases commonly used in project management
 - GIS skills preferred, or willing to learn upon hire
 - MS office skills, in particular Excel for database development
 - Build and maintain community and agency contact list
 - Excellent verbal and written communication skills
 - Public speaking, facilitation and presentation skills required
 - Ability to learn new digital tools to optimize productivity and communication
 - Ability to organize time effectively and manage multiple tasks simultaneously
 - Ability to set and meet deadlines
 - Strong attention to both detail and overall goals
- C. Learning Inclinations
 - Independent, self-directed learner, as well as supportive team member
 - Creative problem-solver and ability to research and offer solutions
 - Curiosity and passion for learning, with an excitement for new challenges
- D. Attitudinal Qualifications
 - Ability to connect, listen, collaborate, negotiate and lead
 - Ability to build strong partnerships locally and regionally
 - Commitment to strong work and personal ethics
 - Flexible and team-oriented
 - Willingness for occasional travel, working nights and weekends

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