



Manager of Events and Programs

Mission:

To provide, protect, preserve, and promote recreational hiking trails and hiking opportunities in Pennsylvania

Position Overview:

The Manager of Events and Programs coordinates the organization's major events (hiking weekends, hiking vacations, Trail Challenge, etc.) and smaller outings and programs (slackpacks, backpacks, single-day hikes, etc.). The position works closely with the Executive Director, Manager of Communications and Membership, Manager of Trail Maintenance and Training, and Manager of Operations and Merchandising.

This is an exempt, full-time position (40 hours per week). The position is hybrid, requiring a minimum of two days per week in KTA's Mechanicsburg office complemented by time working from home or attending events, outings, or periodic meetings.

Responsibilities:

- Coordinate and execute a broad array of events and outings to meet the organization's strategic objectives. Assure that all details, logistics, arrangements, and transportation are planned in a timely, cost-conscious manner with an ongoing eye towards innovation and improvement.
- Position and expand KTA's events, outings and programs for new audiences.
- Provide primary descriptions of events and outings for the KTA website, newsletters, flyers, and social media.
- Coordinate follow-up electronic and, if applicable, print communication with outing/event registrants with Manager of Operations and Merchandising
- Organize and recruit volunteers for Trail Challenge, hiking weekends, and other programs, as needed.
- Organize and lead planning committee for Trail Challenge
- Manage inventory and storage of Trail Challenge and other event supplies.
- Develop or refine processes, protocols, and guidelines that limit KTA risk, maximize safety, and assure a positive experience for staff, participants, and volunteers in an outings context.
- Obtain and maintain certifications (e.g. Wilderness first Aid, Outdoor Leadership) and skills pertinent to the position
- Support trail and hiking club events
- Support KTA workshops and webinars related to outdoor skills.
- Support trail care events, in cooperation with, and as requested by, the manager of trail maintaining and training"
- Support outreach to key audiences and partners
- Periodic travel to events, meetings, and outings

- Other duties as assigned.

Qualifications:

- Experience or academic training in outdoor recreation, outdoor leadership, conservation, natural resources management, event organizing, communications, and/or other pertinent fields.
- Good verbal and written communication skills
- Experience and poise in public speaking and interaction
- Enthusiasm for trails, hiking, the outdoors, and the mission of KTA
- Familiarity with the organizations, agencies, partners, and places pertinent to KTA's work
- Knowledge of and commitment to DEIJ principles

Compensation:

This is a full-time (40 hours per week) exempt position. The starting salary is \$47,000. Benefits include a flexible schedule, generous leave policy, and 12 paid holidays per year. Health insurance, including dental and vision care, is also provided as part of employment. Employees are required to contribute to their healthcare costs, based on an annually set rate (currently 20% of composite plan costs for an individual or 25% of composite plan costs for an employee and spouse). A work computer is provided, and work-related travel expenses are reimbursed.

Keystone Trails Association is an equal opportunity employer and encourages people of color; Indigenous people; LGBTQ+ people; veterans; people with disabilities; people who have formerly been incarcerated; and others who are underrepresented within the conservation-related nonprofit sector to apply.