



CONTINENTAL DIVIDE TRAIL COALITION

Great American Outdoors Act (GAOA) Program Manager Job Description

Position Title: Great American Outdoors Act (GAOA) Program Manager
Supervisor: Director of Trail Programs
Status: Full Time, Salary, Exempt
Start Date: November 1, 2025
End Date: December 31, 2028 (termed-position; future extension dependent on funding)
Office Location: Position will be assigned to either CDTC's Golden, CO or Santa Fe, NM Office, with an allowance of a remote work setting in either Colorado or New Mexico.

The mission of the Continental Divide Trail Coalition (CDTC) is to complete, protect, and elevate the Continental Divide National Scenic Trail and inspire a diverse community to steward the trail and its connected landscapes.

POSITION SUMMARY

The Continental Divide National Scenic Trail (CDT) spans 3,100 miles through New Mexico, Colorado, Wyoming, Idaho, and Montana providing access to the Continental Divide landscape and Rocky Mountain communities. The Great American Outdoors Act (GAOA) Program Manager will manage project identification, planning, implementation, and reporting to ensure the \$4.7 million investment from the Great American Outdoors Act for deferred maintenance on the CDT is utilized effectively.

The GAOA Program Manager supports the effective management of GAOA projects in close coordination with the U.S. Forest Service, as well as other partners including professional crews, conservation corps, youth corps, trail organizations, volunteers, and other stewardship stakeholders. The Program Manager will lead and help to support every step of GAOA projects from conception to completion, including project identification, heritage surveying, scouting, site information, crew line out, project implementation, and reporting. The Program Manager will be the direct supervisor of CDTC's GAOA Program staff, including GAOA Professional Crew(s) and GAOA Coordinator(s). The Program Manager is a highly collaborative leadership position that will work with CDTC staff, the U.S. Forest Service, and other partners to implement administrative systems (project tracking, grants and agreements, reimbursements, etc), identify projects, coordinate stewards, report on progress, and ensure transparency by communicating accomplishments through storytelling and other resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES

GAOA Project Administration (~30%)

- Develop, plan, and implement GAOA projects in New Mexico, Colorado, Wyoming, and Idaho in collaboration with the U.S. Forest Service, CDTC staff, organizational and project partners, Gateway Communities, volunteers, and other stakeholders
- Coordinate project details through phone calls, virtual and in-person meetings, site visits, and other means with Forest Service units with GAOA funding, creating high-level collaboration between the USFS CDT team, CDTC, project partners, and the units.
- Ensure that CDTC GAOA projects have adequate tracking. This includes communicating project status updates, trail conditions, timeline of work, partners and volunteer engagement, and other information relevant to the efficient and effective implementation of GAOA project funding.



CONTINENTAL DIVIDE TRAIL COALITION

- Collaborate with CDTC's GAOA Grant Administrator to ensure transparent billing and accounting processes, funds are reimbursed in a timely manner, and reporting is completed to the terms of federal grants and agreements terms.

GAOA Project Implementation (~30%)

- Collaborate with USFS to plan and complete scouting for GAOA projects to ensure up-to-date trail conditions and information.
- Support the completion of heritage surveying for GAOA projects through partnership coordination, staffing, and contracting.
- Support CDTC Field Operations in the planning, coordination, implementation, management, and reporting for CDTC professional crew and volunteer projects
- Lead CDTC efforts to implement partner projects through identification of partner projects, coordination with partners, supporting partners in the field on GAOA projects, and supporting accurate reporting of GAOA project accomplishments
- Supervise the hiring, training, and project management of GAOA Program staff, including CDTC's professional trail crew(s) and GAOA Coordinator(s)

GAOA Project Accomplishments (~25%)

- Coordinate with USFS and project partners to ensure that GAOA project data and information is accurate and readily available to trail users and the general public
- Elevate funding and project status transparency by providing communications and resources that inform the public and CDT stakeholders on GAOA projects, accomplishments, and impact
- Ensure data related to GAOA implementation is available and up-to-date by developing and supporting shared systems to ensure agency staff, partners, and other important stakeholders are able to access and utilize GAOA data

Communications (~10%)

- Develop storytelling efforts, in coordination with CDTC's Communication team, to elevate the status of GAOA implementation on the CDT to share with stakeholders, CDT communities, and the general public

Development (~5%)

- Support the sustainable growth of CDTC organizational work in addressing deferred maintenance on the CDT. This may include supporting the development, writing, implementation, and reporting of grants and other funding opportunities leveraging GAOA funds.

Additional Duties

- Speak passionately about CDTC's mission and vision.
- Engage in organizational priorities aligned with CDTC's mission and vision.
- Assist the Director of Trail Programs as needed to ensure effective use of GAOA funds.
- Develop working knowledge of on the ground CDTC project sites and needs, and familiarity with CDT across work sites.

The work of the CDTC GAOA Program Manager is dynamic, with the position collaborating across all CDTC programs, therefore the job duties outlined are not meant to be all encompassing.

QUALIFICATIONS, REQUIRED AND PREFERRED SKILLS

Education & Experience:

The GAOA Program Manager position requires a set of core competencies to perform the role outlined above, including, but not limited to: **Project Management & Reporting, Partnership Engagement, Natural Resource Conservation, Field Operations, Administrative Systems and Processes.**

At least 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



CONTINENTAL DIVIDE TRAIL COALITION

project management, trail construction and management, or land and/or resource management is required.

The 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

- Experience managing multi-year, complex projects with multiple steps that involve a diverse variety of stakeholders and partners
- Experience with USFS grants, agreements, and administrative systems
- Familiarity with federal land management agency structures and planning efforts.
- Proven experience in the planning, implementation, and evaluation of multiple trail projects or events in their entirety, including projects or events with volunteer participants and partner organizations.
- Experience managing and/or supporting administrative systems and processes that promote information sharing, transparency, and accessibility of trail data.
- Experience in facilitating coalitions and partnerships across a complex landscape.
- Must be a self-starter with good judgment and initiative to work without close supervision.
- Strong organizational skills with attention to detail while also being able to manage multiple projects with multiple deadlines, simultaneously.
- Effective written and oral communication skills, with a focus on written and oral communications.
- A valid driver's license and ability to be insurable per CDTC requirements.
- Must be a team player and interested in working collaboratively across disciplines and willing to find innovative and creative solutions to the challenges facing the Continental Divide National Scenic Trail today and in the future.

Preferred Skills

- Experience with GIS including analysis of data, GIS tools like ArcGIS/ArcGis Online, as well as confidence in recording GIS trail data in the field.
- Proven success in collaborating effectively with communities, user groups, and partners with a diversity of interests and backgrounds.
- Experience with USFS administrative systems including the GAOA program, Trail Assessment and Conditions survey database, grants and agreements, and other USFS internal systems.
- Experience with Trail Design and layout, leading trail crews and field based trail construction work.
- Strong knowledge of all Microsoft Office products, especially Outlook, Excel, Word, and PowerPoint.
- Experience using Zoom, Teams, and other virtual meeting software.
- Experience with Monday.com and/or project management software.
- Knowledge of the National Trails System and/or the Continental Divide National Scenic Trail.
- Familiarity with the culture of the Rocky Mountain West, particularly conservation issues and the challenges facing rural communities.

SUPERVISION AND WORK ENVIRONMENT

The GAOA Program Manager is supervised by the Director of Trail Programs. The GAOA Program Manager will supervise GAOA Program staff, including CDTC's GAOA Professional Crew and a GAOA Coordinator. This position is expected to spend approximately 80% of the time working in a traditional (and/or remote) office setting, and 20% of the time working in the field across Wyoming, Colorado and New Mexico, with year one focusing heavily in New Mexico. Travel is common, and will include travel to communities and sites along the CDNST, including some backcountry locations. Weekend and evening work will be required from time to time, and may include some multiple-day and overnight travel. This



CONTINENTAL DIVIDE TRAIL COALITION

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.

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PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to do physical labor in outdoor and backcountry environments. Work is performed both indoors, in a busy, collaborative office space, and outdoors in adverse weather and/or high elevation. Work may include travel in a rental or CDTC owned vehicle. As such, the individual must have a valid driver's license. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. CDTC is an equal opportunity employer. All individuals are encouraged to apply.

COMPENSATION AND BENEFITS

Starting annual salary is \$58,000 - 62,000. CDTC provides a benefits package including \$450 a month towards a company-sponsored health insurance, \$50 a month cell phone reimbursement, \$75 a month 403(b) retirement plan contributions, and a starting annual paid time off package of 29 days in addition to 14-16 paid holidays a year.

TO APPLY

Interested individuals should send a cover letter, resume and three references to Jaime Jennings at jjennings@cdtcoalition.org with the subject line "GAOA Program Manager". The application deadline is **Sunday, September 28, 2025**.

TO LEARN MORE

[Join us for the GAOA Program Manager Information Session!](#) For those interested in learning more about the GAOA Program Manager position, CDTC's Director of Trail Programs will host an Information Session on Wednesday September 17, 2025 from 5:30-6:30 PM MST. To attend, please [Register Here](#), 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. Attendance at the information session is not mandatory to apply and attending does not earn any preference in the hiring process.

EOE STATEMENT

The CDTC provides equal employment opportunities (EEO) to all employees and 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 www.cdtcoalition.org.