

## Montana Regional Representative Job Description Continental Divide Trail Coalition

**Position Title:** Montana Regional Representative

**Supervisor:** Director of Trail Programs

**Status:** Full Time, Salary, Exempt

**Start Date:** March 3, 2025

**Office Location:** Remote in Montana (*near the Continental Divide preferred*); with access to the CDTC office in Helena, MT

The mission of the Continental Divide Trail Coalition 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 Montana Regional Representative will lead response to the issues and activities affecting the CDT across Montana, including organizing local engagement opportunities, strengthening partnerships with a diversity of stakeholders, and serving as the local expert for trail information regarding the CDT Experience in the region.

The Montana Regional Representative supports CDTC's work across the region, including conservation and completion efforts, community engagement, cooperative stewardship, trail projects, and advocacy and policy related to the CDT. This position will coordinate with CDTC program staff to facilitate cooperative work with agencies, Sovereign Nations, partners, Gateway Communities, volunteers, and stakeholders along the Divide landscape in Montana. The Montana Regional Representative is a highly collaborative leadership position that will work with CDTC staff, agencies, community and trail partners, volunteers, and other stakeholders to support all of CDTC's work in Montana to complete, protect, and elevate the trail.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Cooperative Stewardship

- Serve as the main convener and coordinator for partners in the stewardship of the CDT in Montana.
- In coordination with the Director of Trail Programs, identify, respond to and address issues affecting the stewardship of the CDT; supporting the review of policy issues and statements.
- Build and engage grassroots organizing opportunities including campaign development to mobilize public support with local CDT stakeholders and advocates, including local leader and decision maker education when and where appropriate.

#### Trail Completion & Protection

- Work with the Trail and Lands Conservation Program Manager to support ongoing work to complete and protect areas of the CDT across Montana. This may include field-based work to collect necessary data and information.
- Maintain relationships with private landowners, local land trusts, agency staff, and other acquisition partners to ensure completion opportunities are not lost or missed.

### **Community Engagement & Outreach**

- In coordination with the Community and Outreach Program Manager, deliver Community and Outreach programming in Montana communities and designated Gateway Communities to support the growth of grassroots engagement with the CDT.
- Manage communication and relationships with designated Gateway Communities and Gateway Community volunteer groups, as well as non-designated communities, which may include travel for in-person opportunities as well as virtual engagement.

### **Trail Information**

- In coordination with the Trail Information Manager, gather and disperse information regarding the condition of the trail in Montana, which may include gathering trail condition information, verifying with field-based assessments, and relating the information to the public and trail management partners.
- Maintain ongoing experience with the Trail in order to remain the lead person for the CDT in the state, acting as the “local expert” of the CDT in the state.

### **Volunteer Stewardship**

- In cooperation with the Field Operations Program Team, participate in activities and/or support logistics for projects occurring in the region, whether on-site and in-person or virtually, to ensure efficient implementation of CDT stewardship projects.
- Support the development of grassroots stewardship opportunities that are primarily volunteer and community-led on the CDT in Montana.

### **Communications**

- Plan and deliver communication efforts under the supervision of the Director of Communications to ensure that storytelling elevates the CDT in the region.

### **Development**

- Support the sustainable growth of CDTC organizational work in Montana. This may include supporting the development, writing, implementation, and reporting of grants and other funding opportunities, as well as engaging with corporate partners and individual donors in coordination with CDTC’s Development staff.

### **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 deliver Trail Programs in Montana.

The work of the CDTC Montana Regional Representative 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 Montana Regional Representative position requires a set of core competencies to perform the role outlined above, including, but not limited to: **Partnership Engagement, Natural Resource Conservation, Outreach & Education, Community & Grassroots Organizing, and Volunteer Administration.**

Three (3) 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 project management, community engagement, and/or resource or land management is recommended

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 in building coalitions and partnerships across a complex landscape.
- Proven experience convening, teaching, leading, or training groups from diverse backgrounds and experience levels.
- Proven experience in the planning, implementation, and evaluation of multiple projects or events in their entirety, including projects or events with volunteer participants and partner organizations.
- 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 parameters.
- 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 as well as confidence in recording GIS in the field.
- Proven success in collaborating effectively with communities, user groups, and partners with a diversity of interests and backgrounds.
- Experience with Trail Design and layout, leading trail crews and field based trail construction work.
- 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, Customer Relationship Management (CRM) systems or other associated software and technology.
- Fluency in Spanish.

### **SUPERVISION AND WORK ENVIRONMENT**

The Montana Regional Representative is supervised by the Director of Trail Programs. The Montana Regional Representative is not expected to have any direct supervisory duties in the immediate future. Travel is common and will include travel to communities and sites along the CDNST in Montana, including backcountry locations off-trail or future trail locations. Weekend and evening work will be required from time to time, and may include some 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.

Remote work setting is allowable, with access to the CDTC office in Helena, MT.

### **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. 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 Jaime Jennings at [jjennings@cdtcoalition.org](mailto:jjennings@cdtcoalition.org) with the subject line "Montana Regional Representative Application". The application deadline is Sunday, January 26, 2025.

#### **TO LEARN MORE**

[Join us for the Montana Regional Representative Information Session!](#) For those interested in learning more about the Montana Regional Representative position, CDTC's Director of Trail Programs will host an Information Session on Wednesday January 15, 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.

#### **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](http://www.cdtcoalition.org).