

Northern Field Operations Coordinator Job Description

Position Title: Northern Field Operations Coordinator

Supervisor: Field Operations Program Manager

Status: Full Time, Salary, Non-Exempt

Start Date: Preferred January 6, 2026 (flexible start date)

End Date: December 31, 2028 (termed-position)

Office Location: Position will be assigned to CDTC's Helena, MT office. CDTC allows for a hybrid work at home-office with regular "in office hours" to conduct and support regular business operations.

Deadline to Apply: November 16, 2026

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 Field Operations Coordinator will support CDTC field operations to ensure the CDT is maintained to the highest standards for the purpose of safety and enjoyment of the CDT Experience. This role is critical in ensuring that stewardship of the CDT is centered in grassroots volunteer efforts, community-led conservation, and the most up-to-date standards for outdoor recreation across a diversity of landscapes, partners, and land managers.

This position will provide coordination across CDTC efforts related to trail maintenance, volunteer stewardship, and other facets of CDTC's Field Operations Program across the trail. Specifically, the Field Operations Coordinator will ensure the safety and efficient implementation of CDTC's Field Operations Program including volunteer trail projects, partner organization projects, community stewardship programming, and the CDTC Adopter Program to build upon the grassroots model that is at the center of the shared-stewardship model on the CDT. Additionally, this position will support the on-the-ground implementation and management of Great American Outdoors Act funding on the CDT through 2028. The Field Operations Coordinator is a highly collaborative leadership position that will work with CDTC staff, agencies, community and trail partners, volunteers, and other stakeholders to ensure stewardship and maintenance of the trail is consistent, elevated, and sustainable. This position will be based in Helena, Montana and will coordinate field operations primarily across the CDT states of Wyoming, Idaho, and Montana, working with USFS, NPS, BLM, and other partners.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Field Operations (~70%)

- Collaborate with the Field Operations Manager in preparing Project Specifications, Emergency Response Plans, project maps, and other items critical to a successful field season.
- Support season planning through coordination with partners, volunteers, and other stakeholders essential in planning field-based projects.
- Collaborate with the Field Operations Manager and partners on the preparation of travel and logistics plans for projects and provide communication resources that ensure smooth coordination across all parties.
- With little oversight, serve as lead field staff supervising frontcountry and backcountry volunteer and partner trail crews in trail maintenance, construction, and large-scale trail feature construction

along the CDT (projects will primarily be in the CDT states of Wyoming, Idaho, and Montana). Partner organization projects may include leading youth corps, professional trail crews, nonprofit crews, and others.

- Coordinate tool and vehicle usage with other CDTC staff, particularly during the busy field season when resources may be prioritized for certain projects.
- Ensure program goals, objectives, and results meet CDTC, partner, and land manager standards by facilitating discussion on mutually beneficial expectations, responsibilities, and logistics between project and training partners, land managers, and CDTC.
- Provide strong and positive leadership on and off projects, acting as an in-the-field supervisor to maintain the highest level of program quality and ensure program objectives are met in a safe, productive manner. Leadership may include independently assessing trails in need of repair and planning the project scope for future work crews.
- Coordinate work progress, material needs, and supplies with land managers, partners, and field staff.
- Oversee the proper maintenance, repair, and storage of all tools, PPE, project basecamp, and training gear/materials for CDTC volunteer projects.
- Support the management of program safety by following and enforcing CDTC safety and check-in protocols and ensure that Job Hazard Analysis or Risk Assessments are followed at all times.
- Collaborate with CDTC staff and support the implementation of data collection and inventorying of trail information, conditions, and assessments to ensure accurate records of on the ground conditions along the entirety of the CDT.
- Lead trail work training courses for volunteers and serve as a technical resource, providing expertise on trail maintenance standards and best practices for stewardship of the CDT.

CDT Adopter Program (~10%)

- Assist as needed in the development of CDTC's Adopter Program, including working with Land Management Agencies to ensure a collaboration between adopters and partners retains high efficacy.
- Keeps an open line of communication with CDTC Adopters and addresses any maintenance concerns or accomplishments in a timely manner.
- Updates the Master CDTC Adopter Database, CDTC Adopter Interactive Map, and CDTC Adopter ArcGIS database on an ongoing basis to accurately show available, adopted, and closed sections of the CDT.

Field Operations Program Administration (~15%)

- Develop processes and resources to ensure that assets (vehicles, tools, etc.) and systems within CDTC's Field Operations Programs support delivery of programs to the highest degree possible. This includes maintaining, managing, and coordinating a regional inventory of vehicles, tools, gear, etc.
- Support the development of training materials, communications, and other resources to support recruitment, retention, and technical growth within the grassroots stewardship model on the CDT.
- Support tracking and reporting of project costs and expenses, project accomplishments, volunteer hours, and other items needed for accurate, transparent reporting of federal funds.
- Collaborate with agency staff, partner groups, and industry professionals to ensure consistent, comprehensive program of knowledge and curriculum for staff when it comes to stewardship of the CDT.
- In coordination with the Field Program Manager, identify, acquire, and maintain up-to-date materials, equipment, and other resources for the purpose of delivering Field Operations Programming.
- Provide excellent customer service by communicating with interested and registered volunteers via email, phone and use of Neon CRM.

- Ensure all program and project documentation is organized, accurate, up to date and on file to support accurate reporting.

Additional Duties (~5%)

- Speak passionately about CDTC's mission and vision.
- Engage in organizational priorities aligned with CDTC's mission and vision. This includes taking part in staff planning meetings to further CDTC objectives.
- Assist the Field Operations Program team as needed to deliver the Field Operations Program.

The CDTC Field Operations Program is a dynamic environment, therefore the job duties outlined are not meant to be all encompassing.

QUALIFICATIONS, REQUIRED AND PREFERRED SKILLS

Education & Experience:

The Field Operations Coordinator position requires a set of core competencies to perform the role outlined above including but not limited to: **Technical Trail Experience, Project Management, Volunteer Administration, and Partnership Engagement.** Five (5) years of a combination of education and experience that demonstrates proficiency in these core competencies, with at least three (3) field seasons implementing and/or leading trail projects and/or experience in progressive responsibility in trail project management, volunteer programs, 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. Direct field experience is priority experience for this position. All individuals who feel they have experience that demonstrates expertise and/or familiarity with the core competencies are encouraged to apply.

Required Skills

- Requires leadership experience in constructing and managing non-motorized trails through collaborative partnerships, proven success in program coordination and a background in volunteer management.
- Experience with implementing trail projects across a variety of landscapes, including high-altitude, desert, riparian, grasslands, ridgelines, and others found along the Divide.
- Proven experience teaching, leading, or training groups from diverse backgrounds and experience levels.
- Relevant technical skills, including but not limited to, trail maintenance and construction, fencing, crosscut and chainsaw use and maintenance, front- and backcountry travel, and other natural resource works including experience with a range of power and hand tools.
- Proven experience in the planning, implementation, and evaluation of multiple projects in their entirety, including projects with volunteer participants and partner organizations.
- Proficiency and comfort with technical data collection and project logistics, including troubleshooting hardware, software, and travel logistics in a remote environment, usually independently.
- Ability to be away for multi-day projects, including overnight trips, for up to three weeks at a time, often camping in a tent.
- Must be a self-starter with good judgment and initiative to work without close supervision.
- Strong organizational skills with attention to detail and be able to manage multiple projects with multiple deadlines, simultaneously.
- Strong 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 tomorrow.
- A commitment to support CDTC's effort to increase access to the CDT Experience.
- Ability to respectfully work with volunteers of varying ages (15-80+ years old) and skills in a positive, engaging, open, and motivating experience while still accomplishing project goals. Excellent interpersonal skills, a sense of humor, and a positive, professional attitude are a must.

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.
- 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 Google Meet, InDesign, ArcGIS, Canva, or other associated software and technology.
- Experience using volunteer and/or customer relationships management (CRM) software.

SUPERVISION AND WORK ENVIRONMENT

The Field Operations Coordinator works under the supervision of the Field Operations Program Manager. The Field Operations Coordinator is not expected to be the direct supervisor of any CDTC staff. While not the direct supervisor, the Field Coordinator will have some in-the-field supervision of the Field Crew Leaders while in the field on projects. As the lead on field projects, the Field Operations Coordinator will need to be comfortable supervising volunteers, giving direction to other staff members, and supervising other project partners, at times.

Field and office time is expected to be an approximate split of 70% in the field and 30% in the office. Travel is common and will include travel to communities and sites along the CDNST, to sites off-trail or future trail locations. Frequent travel during the field season (typically late March to October) is expected. During the field season, frequent overtime is expected. Weekend and evening work will be common, including frequent 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

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 at elevations ranging from 4,200 ft to 12,000 ft where environmental elements prevail. The employee should have the ability to hike independently for 3-12 miles per day in rugged terrain, often wearing a 40+ lbs backpack while carrying tools and equipment. Upper body strength is a requisite to lift and move up to 40lbs unassisted and 100 lbs with assistance.

Work may include travel in a rental, CDTC owned, or personal vehicle so the individual must have a valid driver's license. The employee must be comfortable driving on 4WD roads in remote areas with limited cell service. This position requires frequent travel, including weekends, that may last from 1-10 days in duration and spanning New Mexico, Colorado, Wyoming, Idaho, and Montana. The employee must be proficient in traveling and living in frontcountry and backcountry environments, including driving, camping, and backpacking. Lastly, this position requires high situational awareness, including proficiency in implementing risk management strategies to keep themselves and others safe in a field-based setting.

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 of \$54,000-\$55,000, depending on experience. This position is eligible for overtime per federal standards. CDTC provides a benefits package including \$475 per month towards a company-sponsored health & dental insurance, \$50 monthly cell phone reimbursement, \$75 monthly 403(b) retirement plan contributions, and a starting annual time off package of 29 days in addition to 14-16 paid holidays a year.

TO LEARN MORE

Join us for the Field Operations Coordinator Hiring Information Session! For those interested in learning more about the Field Operations Coordinator position, CDTC's hiring team will host an Information Session on Tuesday November 10th, 2026 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.

EEO 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 [Continental Divide Trail Coalition](#).