



Employer: Peninsula Trails Coalition
Position Title: Operations Coordinator
Compensation: \$21.64-33.05/hour (plus benefits)
Position Type: Full-time (32-40 hours/week), non-exempt
Location: Hybrid—Remote, Port Angeles Office, and North Olympic Peninsula Onsite

About the Peninsula Trails Coalition:

For 38 years, the Peninsula Trails Coalition (PTC), a community-led nonprofit, has been building, maintaining, and advocating for the Olympic Discovery Trail (ODT), the Olympic Adventure Trail (OAT), and associated trails. Through partnerships, advocacy, and on-the-ground support, the Peninsula Trails Coalition advances a multi-use trail network that connects the North Olympic Peninsula region—providing active transportation, recreation, economic, and other benefits for community members and visitors.

Today, over 90 of the Olympic Discovery Trail's 135 miles are complete as a designated multi-use path, with the remaining segments routed along public roads. As a result, the ODT is now one of Washington State's most significant outdoor recreation assets; it is the core of multi-use trail network from the Pacific Ocean to Puget Sound unifying and benefiting local communities while providing an unrivaled natural experience and serving as the planned western terminus of the Great American Rail-Trail. Each completed mile of trail brings us closer to a safe, continuous route connecting communities, parks, forests, and shorelines across the North Olympic Peninsula—*and beyond*. More miles are on track to open to use in 2027!

More than one million people use the ODT each year, supporting local businesses, strengthening the regional economy, and experiencing the natural and cultural richness of our home, including the lands and communities of the Jamestown S'Klallam, Lower Elwha Klallam, and Quileute Tribes.

The PTC works in close partnership with local jurisdictions, Tribes, and state and federal agencies to close key trail gaps, maintain the trails, improve safety, and increase accessibility on the ODT and other trails. We serve as a coordinating partner within a much larger regional effort, helping align priorities, secure funding, and support implementation across agencies and communities. Each partner brings essential authority, expertise, and responsibility to the work.

Under the strategic plan passed in October 2026, over the next three years the PTC will continue to fulfill the promise of our name, the Peninsula Trails Coalition.

- Peninsula: Support multi-use trail networks across and throughout the peninsula region, including in Clallam, Jefferson, and Kitsap counties.

- Trails: Advance a regional network of multi-use trails through partnerships and advocacy, including accelerating trail development and supporting maintenance and trail improvements.
- Coalition: Build, renew, and cultivate relationships with coalition partners and individual stakeholders through formal and informal engagements.

We are hiring our first Operations Coordinator to help achieve these goals.

The PTC is an equal opportunity employer, supporting a diverse workforce.

Position Description:

The Operations Coordinator will report to the Executive Director and support operational needs related to administrative duties, constituent relations, and project management. The Operations Coordinator will provide administrative and logistical support to keep daily business activities on track, including responding to constituents, processing contributions from donors, managing schedules, monitoring projects, managing maintenance efforts, and ensuring teams have the resources and information needed to work efficiently.

This position is a hybrid position, including working remotely, in the Port Angeles office, and onsite (on the trail and at events, meetings, etc.). The Operations Coordinator must live within commuting distance of Port Angeles. Some evening and weekend hours will be required.

Administrative Support:

- Updating and organizing operational data in systems such as CRMs or shared drives
- Receiving and processing contributions from donors, invoices, and similar
- Coordinating team calendars, scheduling meetings, and preparing agendas
- Maintaining inventory levels for supplies, merchandise, and equipment
- Ensure trailheads, kiosks, and related are properly stocked with maps, well-maintained, etc.-- this includes coordinating and working with volunteers and others
- Support the planning of PTC events
- Other related duties as requested

Constituent Relations and Communications:

- Receive and respond to inquiries from trail users and others
- Manage volunteer coordination and reporting of hours and work completed
- Serve as a point of contact for vendors (e.g., submitting purchase orders, reviewing invoices, and tracking payments)
- Staff select PTC events to represent the PTC to the public and stakeholders (e.g., represent the PTC at a table/booth)
- Support communications efforts such as newsletters, social media, event announcements, etc. in coordination with the Executive Director, contractors, and others
- Support the Executive Director in communicating with donors, funders, volunteers, and others
- Engage with trail users, vendors, and others on the trail
- Other related duties as requested

Project Management:

- Monitoring project timelines and preparing status reports for management
- Work with the Executive Director and fundraising team to prepare grant applications, report on funded projects, etc.
- Creating and revising process documents, including standard operating procedures and training materials
- Monitor and manage, with the Executive Director, field projects including trail maintenance, construction of trail amenities, and related on-the-ground trail needs
- Other related duties as requested

Required Education, Skills and Qualities:

- BA degree, or equivalent professional experience in related field
- Excellent organizational and time-management skills to handle multiple priorities
- Clear and professional communication skills
- Comfort using common office software, such as Microsoft Office Suite or Google Workspace
- A resourceful and practical approach to solving daily challenges and saving money
- Commitment to accuracy in tasks such as data entry and scheduling
- The ability to switch between tasks and respond to changing priorities
- A collaborative attitude and the ability to work well with many personalities
- Proactive and self-reliant attitude
- Ability to handle sensitive or confidential company information appropriately
- Ability to perform physical tasks such as lifting boxes, evaluating trail conditions, light trail related field work (e.g., checking sensors that track trail use, cleaning kiosks, marking hazards, etc.)
- Ability to successfully pass background and credit checks

Preferred Qualifications:

- Two or more years of full-time work experience
- Experience working with and managing volunteers
- Experience with a CRM such as Little Green Light or Salesforce
- Experience designing and implementing systems, workflows, SOPs and documentation
- Experience with Facebook, Instagram, YouTube
- Experience in construction, facilities maintenance, landscaping, or similar
- Relevant experience may come from roles such as executive assistant, project coordinator, or administrative assistant

Benefits:

- Sick leave and other Washington State required leave
- Paid Time Off (approximately 12-15 days depending on hours worked)
- Holidays
- Medical, Dental, Vision Insurance
- Remote Work Stipend
- Retirement Plan

Application Requirements and Timeline:

- Please email a cover letter and resume to ann@olympicdiscoverytrail.org.
- Applications will be reviewed on a rolling basis with priority consideration given to applications received by November 22, 2026 (11:59 p.m. PST).
- Anticipated start date of January of 2027.