



5. Use discretion, prudent decision-making, and flexibility when planning or reacting to both seasonal, near-term, and immediate organizational staffing levels, work schedules, and priorities.
6. Seasonally and as needed; recommend operational cost saving measures both short term and long term that drive efficiency and effectiveness from how the trails are maintained to how the office and the huts function - including time/resources/scope as well as impact/cost/risk.

Required Abilities and Skills

- A college degree with a preferable focus on hospitality and facility management and at least three years of management experience
- Demonstrated financial and general management skills, including budgeting
- Avid outdoorsperson, familiarity and experience with the activities promoted by MH&T
- Experience in working with the public; excellent interpersonal skills and a customer service mindset
- Excellent verbal and written communication skills
- Proven problem-solving skills with a knack for *making things work*
- Computer literacy, proficiency in word processing, spreadsheet and web-based software and effective typing skills
- Ability to travel safely in the backcountry in all weather conditions carrying up to 30lbs. of gear
- Curiosity (is comfortable with not knowing everything)
- Resourcefulness (knows one can't do this job alone)
- An ability to pivot and be flexible
- Personal motivation and the ability to motivate
- Scheduling flexibility to work weekends, evenings and holidays

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required by their supervisor.

To apply, please submit cover letter and resume to employment@mainehuts.org

Maine Huts & Trails is an Equal Opportunity employer and values diversity in the workplace.