

Trail App Project Manager Job Description
August 9, 2017

Objective: To lead the TrailsMV trail app project successfully to completion, according to the schedule set by the Sheriff's Meadow Foundation Trail App Committee, and ensuring the app contains all of the functions, features and information required by the Trail App Committee.

Position Responsibilities:

- Writing and following a project “road map” that will include the steps needed to complete all project phases and an accompanying timeline.
- Coordinating priorities of groups associated with the Trail App, including the marketing team, the content management team, the geospatial team, the working group consisting of all of the conservation organizations, and the Trail App Committee.
- Managing the relationship with Trailhead Labs.
- Summarizing and communicating the details of each new release and update of the app.
- Collecting the results from the testing of all phases of the app and ensuring that test results and recommendations are implemented by Trailhead Labs.
- Working closely with Sheriff's Meadow Foundation staff and with Chris Seidel at the Martha's Vineyard Commission.
- Creating a “road map” for the future internal management of the app and all of the content.
- The Project Manager reports to Executive Director Adam Moore.

Position Requirements:

- Understanding of the vision for the TRAILS MV app and the ability and desire to bring that vision to fruition with the public launch of the app.
- Excellent organizational skills, communication skills and attention to detail.
- Experience in using new technology, particularly geographic technology and social media.
- Experience with marketing.
- Experience in software development helpful.
- Ability to work closely and communicate regularly with the software developer, Trailhead Labs.
- Ability to work closely with Sheriff's Meadow Foundation staff members, directors, contractors and volunteers.
- Regular written updates to committee members.
- Ability to participate in meetings in person or via teleconference.
- Knowledge of Martha's Vineyard helpful, but not required.

The Trail App Project Manager is envisioned as an independent contractor position. The expected duration of this position is from August 15, 2017 to June 30, 2018.