Job Opening

Position: Part-Time Program Coordinator, Friends of Poke-O-Moonshine
Type: Part-time: 8 hours/week, year-'round, hourly
Salary & Benefits: $25/hour
Personal Technology (computer and phone) Stipend: $175

The Friends of Poke-O-Moonshine Advisory Board seeks a dedicated and collaborative Program Coordinator to join our team in leading the stewardship of Poke-O-Moonshine Mountain and its trails and summit fire tower. We are based in Keeseville, NY to support this work, and on the mountain with its six miles of trails, and its 35-foot fire tower, seven miles from the village.
The Friends of Poke-O-Moonshine is a program of Adirondack Architectural Heritage, the regional, nonprofit, historic preservation organization for New York State's Adirondack region, with an overall mission to further public understanding, appreciation, and stewardship of the Adirondacks' unique and diverse architectural heritage. The Friends' mission enhances environmental education for visitors to Poke-O-Moonshine Mountain, linked closely to the stewardship of the mountain's unique landscape and historic human infrastructure.

The ideal Program Coordinator is:

- An independently motivated, organized professional and skilled, physically fit outdoorsperson with attention to detail and demonstrated ability to manage and oversee multiple tasks and functions in the community and in the field.
- An individual with strong verbal and written communication skills and facility in fundraising.
- A highly collaborative individual who can work as a focal member of our Advisory Board to achieve organizational goals.
- A person with strong interest in Adirondack natural and regional history, environmental education and stewardship, who is skilled in outdoor recreation.
- A capable and comprehensive supervisor/educator of our seasonal Fire Tower Steward.

Qualifications: College undergraduate diploma and five years administrative and field experience, preferred.

- Proficiency with Microsoft products and Google suite, for use in timely email communication and document creation. Experience with website platforms desirable.
- Strong facility in ongoing fundraising from our donor base of 500-plus community members and regional foundations.

- A valid driver's license and vehicle.
- Physical requirements include lifting and carrying loads up to 40 pounds, hiking on uneven terrain along mountain trails in unpredictable weather.

Required Organizational Tasks:

Communication:

Monitor and respond in a timely manner to all email and other communications to the Friends. Update donor database as needed.

Coordinate and maintain communication with our Advisory Board, AARCH Executive Director and Staff, NYSDEC, project volunteers.

Draft, publish, and disseminate bi-annual Friends' newsletter.

Organize and maintain Friends' website.

Oversee and update/ manage all mailing lists as needed.

Fundraising:

Plan and solicit donations and grants and pursue new funding avenues.

Forward all donations and grants to AARCH Administrative Assistant for deposit, acknowledge donors, and post them in our newsletter in a timely manner.

Maintain and manage donation accounts.

Education:

Post job opening, interview, hire, and supervise seasonal Fire Tower Steward annually.

Draft, complete, and post trail signage and interpretive materials.

Orient and train paid and volunteer workers for fire tower staffing and trail work, as needed.

General Administration

Report to / collaborate with Friends' Advisory Board and to AARCH Executive Director

Maintain communication with institutional funders and community donors

Apply for and coordinate salary payment for Fire Tower Steward, with NYSDEC

Oversee Friends' Voluntary Stewardship Agreement with NYSDEC

To Apply:

Email cover letter, resume, and contact information for three references to friendsofpoko@gmail.com, starting February 15, 2026. Interviews will be held on a rolling basis until the position is filled; our goal is to have the Program Coordinator position filled by March 30, 2026, with a start of work May 1.