



## **Position Description**

**Position Title: Trail Stewardship Manager**  
**Position Status: Full Time/Non-Exempt (40 hours/week)**  
**Reports To: Executive Director**

## **About Friends of the Riverfront**

Build safe, clean, and accessible riverfront trails as part of the Three Rivers Heritage Trail system to create and maintain an outstanding experience for trail users while providing economic, environmental, and health benefits to the Pittsburgh region. We encourage and hire employees that exhibit a positive attitude and enthusiasm for our work. Learn more at [FriendsOfTheRiverfront.org](http://FriendsOfTheRiverfront.org).

## **Job Summary**

The successful candidate will work to enhance quality of life for Allegheny County residents and visitors by ensuring a clean, safe, and accessible trail experience. The Trail Manager will maintain a stewardship program that engages community and corporate volunteers in a variety of volunteer opportunities. The manager will also maintain excellent working relationships with partner organizations and municipalities.

## **Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Develop and execute an annual Stewardship Plan that aligns with Friends of the Riverfront's Strategic Plan, and includes volunteer engagement, asset management, data collection and impact evaluation.
- Develop creative and engaging opportunities for volunteer engagement, recognition, and training.
- Develop and maintain collaborative and effective partnerships with trail and neighboring property owners around trail maintenance issues.
- Along with the Development Director, develop, promote, plan, and execute corporate-focused volunteer events.
- Identify new grant and funding opportunities to support the Trail Stewardship Program and work with the Executive Director to manage grants.
- Participate in Friends' external communication plan including but not limited to social media posts, blog and newsletter content, and event communications.
- Oversee Friends' outreach activities, including community tabling events.
- Supervise the part-time Community Outreach Specialist, volunteer stewards, crew leaders, and interns.
- When funding allows, supervise a Volunteer Coordinator.
- Act as a liaison between community, nonprofit, and municipal partners as it relates to stewardship and outreach.
- Represent Friends of the Riverfront at various public activities including conferences, tabling events, stewardship events, member events and all other special events as assigned.
- Act as an ambassador for Friends of the Riverfront for all programming.
- Attend stewardship events as needed for onsite support.
- Perform data entry related to volunteers.
- Support overall well-being of Friends of the Riverfront's facility and organization through various, as-needed tasks.

## **Skills and Minimum Qualifications**

- Excellent attention to detail and organizational skills.
- Able to work efficiently and independently.
- Able to react to change productively and handle other essential tasks as assigned.
- Strong communications and interpersonal skills.
- 3-5 years of experience in environmental stewardship, ecology, volunteer management, facilities management, or a related field.
- Experience in volunteer management.

- Experience supervising staff and/or interns.
- Able to lift 50 pounds regularly in the line of work.
- Able to pass a background check (a finding on the criminal background clearances is not an automatic disqualification, but rather a conversation starter).
- Have a driver's license and be comfortable driving a small pick-up truck.
- CPR and First Aid certification within a reasonable time of hire.
- Must be proficient in MS Office Suite (Word, Excel, Outlook).
- Experience using GIS-based systems, a plus.
- Must be reliable and systematic in work habits.

### **Benefits**

- Medical and vision insurance
- 15 days of vacation, increasing with additional years of employment
- 11 paid holidays, plus a paid holiday break between Christmas Eve and New Year's Day
- SIMPLE IRA retirement contribution after one year of employment
- \$33/month cellphone stipend
- Professional development

### **Working Conditions**

- 30% Field and 70% Office (Friends is a hybrid at-home/office work environment)
- Some weekend and evening hours are required to attend events

This is a full-time, exempt position starting as soon as possible and no later than February 2022. The salary range is \$47,000 - \$51,000. The position reports to the Executive Director.

To apply, please send a resume and a compelling cover letter to [friends@friendsoftheriverfront.org](mailto:friends@friendsoftheriverfront.org). We are accepting applications on a rolling basis through mid-January and applications will be considered until the position is filled.

*As an equal-opportunity employer, Friends of the Riverfront prides itself in celebrating diversity and does not discriminate in any of its programs, policies, procedures, or employment practices on the basis of race, color, national origin or ancestry, citizenship status, religion, sex, pregnancy or related medical condition, gender identity, sexual orientation, age, physical or mental disability, or any other characteristic protected by law. Friends of the Riverfront is a 501(c)(3) Non-Profit Pennsylvania Corporation.*