



Position Title: Policy & Outreach Intern

Time Expectations: (10 -15 hours/week)

Compensation: \$850 stipend or academic credit

Reports To: Director of Trail Development & Government Relations

About Friends of the Riverfront

Build safe, clean, and accessible riverfront trails as part of the Three Rivers Heritage & Water Trail Network 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.

Organizational Values

Include: Support and promote a diverse and inclusive trail community

Lead: Proactively seek out and collaborate with diverse partners and communities

Be Kind: Foster a culture of appreciation and service

Have integrity: Be accountable to trail users and partners

Make a Difference: Passionately advocate for publicly accessible riverfronts and trails

Job Summary

The Policy & Outreach Intern will be responsible for working with the Director of Trail Development & Government Relations to conduct policy research as it relates to trails and water recreation. They will also research advocacy programs and compile lists of current elected officials. The Policy & Outreach Intern will also assist the Trail Development Program through outreach events to the community informing on our current work and collecting project feedback. The Intern will gain insight on the inner workings of a nonprofit and will learn about government relations, project management, fundraising, advocacy, and effective communication strategies.

Essential Duties and Responsibilities

Policy

- Research and create a database cataloging pending legislation at local, county, state, and federal level that relate to Friends of the Riverfront's work.
- Research advocacy programs at nonprofits to aid Friends of the Riverfront in structuring an advocacy outreach program targeted at trail users.
- Create a database of elected officials at the federal, state, and local level.
- Develop and Create content to promote the advocacy activities in Allegheny County for newsletters, website, and social media

Outreach

- Attend public facing events related to the trail development program
- Act as an ambassador for Friends of the Riverfront and the Trail Development Program

Skills and Minimum Qualifications

- Enthusiasm for trails, parks, and accessing the outdoors.
- Background/Interest in Public Policy, Government, Environment, and/or Community Relations
- This is a community facing position, have strong communication and interpersonal skills

Working Conditions

- Friends is a hybrid at-home/office work environment. Some in the field work is expected
- Some weekend and evening hours are required to attend events
- Some travel within Allegheny County is necessary to meet with communities, attend meetings, and events

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.