



Position Title: Trail Development & Outreach Intern
Time Expectations: (10 -15 hours/week)
Compensation: \$850 stipend or academic credit
Reports To: Trail Development Coordinator

About Friends of the Riverfront

Build safe, clean, and accessible riverfront trails as part of the Three Rivers Heritage & Water Trail Networks 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 Trail Development & Outreach Intern will be responsible for creating trail development-related content for social media, website, and newsletters. The Intern will attend several outreach events and represent Friends of the Riverfront at public facing events. They will learn and assist in current trail development projects taking place during their term. They will gain insight on the inner workings of a nonprofit and will learn about project management, fundraising, advocacy, effective communication strategies and more.

Essential Duties and Responsibilities

Trail Development

- Create a data base for community demographics and environmental justice communities
- Work with the Trail Development Coordinator on the implementation of Three Rivers Water Trail Signage

Outreach & Communications

- Create a creative communications strategy for the trail development program, including creating content as assigned for social media, newsletters, blog, and website
- 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 communications, sustainable development, community development, and/or marketing
- 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.