



Position Title: Project Manager – Trail Development
Position Status: Full-Time/Exempt (40 hours/week)
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 Project Manager – Trail Development is key to the ongoing implementation of the Three Rivers Heritage Trail and Three Rivers Water Trail in Allegheny County. This position will be responsible for implementing projects along the Three Rivers Heritage Trail, connecting trails, and the Three Rivers Water Trail through partnerships with local organizations and local governments. This position will work closely with the Director of Trail Development & Government Relations to manage the planning, design, and construction of multi-disciplinary, multi-phased projects within the trail network.

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.

- Work with the Director of Trail Development & Government Relations to execute goals and objectives outlined in trails studies associated with trail expansion in the county
- Create and foster ongoing relationships with all applicable municipal and partner agencies related to the development of the Three Rivers Heritage & Water Trails
- Assist municipal officials in community engagement, grant writing, and project management activities associated with expansion of the Three Rivers Heritage & Water Trails
- Manage Friends of the Riverfront-led projects including developing and maintaining project budgets and timelines, and managing external consultants
- Develop and implement a funding strategy for trail development projects
- Maintain project files, construction cost data and other records
- Prepare Request for Proposals (RFPs) for design, engineering, construction, and other related services
- Oversee the selection of vendors and contract awards
- Coordinate with local partners on timely project completion, this may include PennDOT, Allegheny County, Local Municipalities, PA Department of Conservation & Natural Resources, Southwestern Pennsylvania Commission, etc.
- Create messaging and materials necessary to present project information, solicit feedback, and build public support for projects
- Coordinate and manage trail construction activities and detours
- Act as an ambassador for Friends of the Riverfront for all programming

- Act as a liaison between the media, community at large and Friends of the Riverfront for trail building activities
- Support overall well-being of Friends of the Riverfront's facility and organization through various, as-needed tasks related to the Trail Development Program as assigned

Skills and Minimum Qualifications

- Enthusiasm for trails, parks, and accessing the outdoors
- Demonstrated relationship building experience related to local governments, private business, and nonprofits
- Experience managing and implementing successful land development projects, comprehensive grant funding experience
- 3+ years of experience in project management, planning, landscape architecture
- Ability to develop budgets and monitor budget to actual activity
- Proficiency with Microsoft Office, ArcGIS, and project management software (we use Monday.com), a plus
- Must have good interpersonal and communication skills
- Must be proactive and systematic in work habits
- Must have the ability to react to change productively and handle other essential tasks as assigned
- Must be attentive to detail and adaptive to change in an ever-changing field

Working Conditions

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

Salary & Benefits

The Salary range for this position is \$60-\$65,000, commensurate with experience.

- Medical, Dental, Vision Insurance Stipend
- Life 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
- \$1000/year professional development budget

How to Apply

Interested applicants should submit their resumes, cover letters, and any applicable work samples to Courtney Mahronich Vita, the Director of Trail Development & Government Relations at courtney@friendsoftheriverfront.org

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.