

Position Title: Trail Stewardship Program Coordinator
Position Status: Full Time / Non-exempt (40 hours/week)
Reports To: Trail Stewardship Program Manger



About Friends of the Riverfront

Since 1991 Friends of the Riverfront has built and advocated for safe, clean, and accessible riverfront trails as part of the Three Rivers Heritage & Water Trail system to create and maintain an outstanding experience for trail users while providing economic, environmental, and health benefits to the Pittsburgh region. Learn more at FriendsOfTheRiverfront.org.

Organizational Values

We are propelled by employees that exhibit a positive attitude and commitment to our 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 Stewardship Program Coordinator will enhance the quality of life for Allegheny County residents and visitors by ensuring a clean, safe, and accessible Heritage & Water Trails experience through trail stewardship and volunteer engagement. They will work as part of the Trail Stewardship team to actively respond to trail maintenance issues, advance ongoing stewardship initiatives, coordinate and lead public and corporate volunteer engagements, and build and sustain positive working relationships with individuals, community, and corporate volunteer partners as an ambassador for the organization.

Essential Duties and Responsibilities

The Trail Stewardship team is often the first and main point of contact that hundreds of annual volunteers have with the organization. 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 Trail Stewardship Program Manager to execute an annual Stewardship Plan and advance Friends of the Riverfront's Strategic Plan
- Perform site visits along the Heritage & Water Trails to respond to trail maintenance needs and assess beautification, trail amenity, and ecological projects
- Recruit public and corporate volunteers from trail adjacent communities and businesses
- Develop, organize, and lead volunteer events including weekly Trail Tuesdays, public trail care experiences, and corporate workdays
- Foster ongoing relationships between municipal, nonprofit, and community partners as it relates to stewardship
- Assist in training and leading contracted Crew Leaders and Trail Stewardship Program interns
- Lead the *Train on the Trail* enrichment series
- Work with Trail Stewardship Program Manager to develop Water Trail stewardship practices
- Design creative and engaging opportunities for annual volunteer engagement, recognition, and training
- Develop and maintain volunteer tracking system and volunteer database
- Perform data collection, program evaluation, and create reports
- Design volunteer communications for partner audiences, including regular volunteer cohorts, prior workday volunteers, and corporate partners through newsletter content, social media post, and event communications
- Assist in researching and writing grant proposals to support Trail Stewardship Program
- Support overall well-being of Friends of the Riverfront's facility and organization through various, as-needed tasks

Skills and Minimum Qualifications

- Experience overseeing and successfully managing small to large groups of volunteers is required
- 2-3 years experience in environmental stewardship, public engagement, volunteer management, ecological programs
- Enthusiasm for trails, parks, and accessing the outdoors
- Strong communications and interpersonal skills; *this position is people focused.*
- Experience using GIS-based systems is a plus, but not required
- Have a valid driver's license and be comfortable driving a small pick-up truck
- Able to react to change productively, be flexible in responding to event disruptions, and handle other essential tasks as assigned
- Ability to work on diverse teams and with a diverse range of audiences, specifically racially, ethnically, and socioeconomically diverse communities
- Able to work efficiently and independently while maintaining attention to detail and organizational skills
- Able to lift 50 pounds (*trail maintenance equipment, trash and debris, etc..*) regularly in the line of work
- PA State Act 151 Child Abuse, PA State Act 34 Criminal Background Check and FBI Background check must be obtained within one month of start date (*a finding on the criminal background clearances is not an automatic disqualification, but rather a conversation starter*)
- CPR and First Aid certification within a reasonable time of hire
- Proficiency in MS Office Suite (Word, Excel, Outlook)
- Proficiency on social media platforms, WordPress, and other digital platforms a plus, but not required
- Proof of COVID-19 vaccination (*medical and religious exemptions are accepted with written documentation upon hiring*)

Benefits

- Healthcare insurance QSEHRA stipend
- 15 days of vacation, increasing with additional years of employment
- 11 paid holidays, plus a paid winter break between Christmas Eve and New Year's Day
- SIMPLE IRA retirement contribution after one year of employment
- \$33/month cellphone stipend
- \$1,000 professional development budget
- Professional development
- Flexible work environment

Working Conditions

- 40% Field and 60% Office (Friends is a hybrid at-home/office work environment)
- Some weekend and evening hours are required to facilitate volunteer opportunities

This is a full-time, non-exempt position starting July 2023. The salary range is \$38,000 - \$40,000. The position reports to the Trail Stewardship Program Manager.

To apply, please send a resume and a compelling cover letter to alex@friendsoftheriverfront.org with "Trail Stewardship Program Coordinator Application" as the subject. We are accepting applications on a rolling basis through June 9th 2023 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.