

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



About Friends of the Riverfront

Since 1991 Friends of the Riverfront has built, maintained, and advocated for clean, safe, and accessible Three Rivers Heritage & Water Trail systems to restore our region's riverfronts, maintain an outstanding experience for trail users, and generate 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 Assistant will enhance the quality of life for Allegheny County residents and visitors by ensuring clean, safe, and accessible Three Rivers Heritage & Water Trail systems with an emphasis on 15-miles of Heritage Trail and 7 Water Trail launches within the City of Pittsburgh between the West End, 31st Street, and Hot Metal Bridges ([The Loop](#)) by actively responding to trail maintenance issues, advancing ongoing stewardship initiatives, and coordinating and leading public and corporate volunteer engagements. As a member of the Trail Stewardship team the Trail Stewardship Program Assistant will build and sustain positive working relationships with individual, community, corporate, and nonprofit partners as an ambassador for the organization.

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:

- Perform regular site visits along Heritage and Water Trail sites within The Loop via bike and vehicle to respond to trail maintenance needs and assess beautification, trail amenity, and ecological projects
- Monthly monitoring and care of the West End, 31st Street, and Hot Metal Bridges as well as system connectors including Smithfield Street, Sixteenth Street, and Sister Bridges
- Sustain ongoing relationships between volunteer, nonprofit, community, and City of Pittsburgh partners as it relates to trail and riverfront stewardship within The Loop
- Develop, organize, and lead volunteer events including weekly public and employer trail care within The Loop
- Oversee budget for Stewardship's Care & Maintenance activities in The Loop
- Recruit public and corporate volunteers from trail adjacent communities and businesses
- Submit regular trail reports for segments within The Loop
- Respond to seasonal trail issue within The Loop resulting from flooding, overgrowth, and large events
- Work with the Director of Trail Stewardship to execute an annual Stewardship Plan and advance Friends of the Riverfront's Strategic Plan across the Heritage and Water Trail systems
- Crew large trail care events throughout the season across the Heritage and Water Trail system outside The Loop
- Maintain volunteer statistics and update management platforms
- Perform data collection, program evaluation, report creation, and website updates
- Design volunteer communications for partner audiences, including regular volunteer cohorts, prior trail care volunteers, and employer partners through newsletter content, social media post, and event communications

- Assist in researching and writing grant proposals to support Trail Stewardship Program
- Support overall success of Friends of the Riverfront through various, as-needed tasks

Skills and Minimum Qualifications

- Strong communications and interpersonal skills; *this position is people focused.*
- Experience overseeing and successfully managing groups of volunteers is required
- 1-2 years experience in environmental stewardship, public engagement and/or outreach, volunteer management, ecological programs, or outdoor recreation
- Valid driver's license and be comfortable driving a small pick-up truck, transit van, and electric bike
- Able to lift 50 pounds (*trail maintenance equipment, trash and debris, etc..*) regularly in the line of work
- Able to work on diverse teams and with a diverse range of audiences, specifically racially, ethnically, and socioeconomically diverse communities
- Experience using hand and power tools is a plus, but not required (training provided)
- Experience using GIS-based systems is a plus, but not required
- Able to work efficiently and independently while maintaining attention to detail and organizational skills
- Able to react to change productively, be flexible in responding to event disruptions, and handle other essential tasks as assigned
- 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 (training provided)
- Proficiency in MS Office Suite (Word, Excel, Outlook)
- *Enthusiasm for trails, rivers, and parks!*

Benefits

- Healthcare insurance QSEHRA stipend
- 15 days of vacation, increasing with additional years of employment
- 12 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 annual professional development budget
- Flexible work environment

Working Conditions

- 80% of this position's time and responsibilities are focused primarily within The Loop, with 20% of time and responsibilities given to Friends stewardship of the entire Heritage and Water Trail systems and mission critical organizational needs
- 50% of time can be anticipated to be spent in the field
- 50% of time can be anticipated to be spent in the "office" (Friends is a hybrid at-home/office work environment)
- Some weekend and evening hours are required to facilitate volunteer opportunities or staff mission critical events

This is a full-time, non-exempt position starting March 2025. The salary is \$45,000. To apply, please send an interesting and compelling cover letter, and resume, to Alex Toner, Director of Trail Stewardship at alex@friendsoftheriverfront.org with "Next Stewardship Team Member" as the subject. Applications are due Friday January 31st, 2025 with interviews expected in February.

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.