



Position Title: Communications and Event Intern
Position Status: Temporary, Stipend
Reports To: Director of Development and Communications

Position Description

About Friends of the Riverfront

We build safe, clean, and accessible riverfront trails as part of the Three Rivers Heritage & Water Trail systems 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.

Dates of Internship: March 3 – May 28

Hours Expected: 12 hours a week for 12 weeks. Hours can be flexible, and some hours can be completed virtually but in-person hours are required, to be completed in-office on Wednesday or Thursday. Some in-person weekend and evening hours are required to staff events.

A stipend of \$800 is offered for this internship, paid at halfway and at the end of a three-month period.

Purpose of Position

Intern will work mainly Communications and Development (Fundraising) tasks, and helping to staff public events as part of our Trail Experience program, under the supervision of the Director of Development and Communications. Tasks will include staffing events as a representative of Friends of the Riverfront, supporting our spring fundraising and communications activities, and supporting our Trail Experience and communications staff. Depending on skill level and interest, intern could also help with video projects, create web pages, create designs in Canva and engage in various other projects.

Essential Duties and Responsibilities

These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- ❖ Work under the management of Director of Development and Communications, and with both the Communications and Development Coordinator and Trail Experience Coordinator
- ❖ Attend outreach events out-of-office and represent Friends of the Riverfront
- ❖ Reach out to and help coordinate with partners and other contacts through email and phone
- ❖ Help with physical bulk mailings
- ❖ Research, data entry, file management and website updates

Skills and Minimum Qualifications

- ❖ Must be able to lift 50 pounds in the course of work
- ❖ Must have reliable transportation to and from our office in Etna and to outreach events in the area
- ❖ Must be able to work independently
- ❖ Must be able to use Microsoft Office Suite, including Outlook and Word
- ❖ Must have good interpersonal and communication skills and ability to interact with the public
- ❖ Must be reliable 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
- ❖ Must be respectful and patient with the public

- ❖ An educational background and/or experience in environmental conservation, non-profit work, or community outreach a plus

The interview process is expected to begin in early January 2024, with a notification of final decision expected in February. All interviewees will receive notification of our decision.

Start date: March 3, day/s/times in office TBD after hiring but would be Wednesday or Thursday

Please submit a résumé and **brief** cover email/letter to Kate Angell, Director of Development and Communications, via email at kate@friendsoftheriverfront.org. In the cover email/letter, please include what you hope to gain from an internship with Friends of the Riverfront, and what makes you a good fit for this internship.

*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.
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