



Position Title: Policy and Advocacy Intern

Duration: June 2025 – September 2025

Reports To: Director of Trail Development & Government Relations

Compensation: \$800 stipend or academic credit

Hours: 10 – 15 hours/week

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.

Position Overview

We are seeking a passionate and driven Policy and Advocacy Intern to support our efforts in advancing trail-related policy initiatives and advocating for the trail network within Allegheny County. This internship will provide hands-on experience in public policy, environmental advocacy, community engagement, and trail development. The intern will work closely with the Director of Trail Development & Government Relations, assisting in research, writing, communication efforts, and outreach strategies that support Friends of the Riverfront's advocacy program, legislative initiatives, and public policy goals.

Key Responsibilities

- **Policy Research:** Conduct research on policies, laws, and regulations that impact trail development and maintenance, with a focus on local, state, and federal legislation.
- **Advocacy Program Support:** Assist in the planning, development, and execution of advocacy program to advance the organization's advocacy priorities.
- **Communication & Messaging:** Help create and distribute materials (fact sheets, social media posts, emails) that communicate our advocacy efforts and the importance of trail systems.
- **Data Collection & Reporting:** Assist in tracking and documenting advocacy efforts, including collecting data on legislative developments, meetings, and progress related to trail policy and advocacy goals.
- **General Support:** Provide support for general administrative tasks, including scheduling, organizing materials, and other duties as assigned.

Qualifications

- Currently enrolled in or recently graduated from a degree program in public policy, environmental studies, urban planning, political science, or a related field.
- Enthusiasm for trails, parks, and accessing the outdoors.
- Research skills with an ability to synthesize information from a variety of sources.
- Self-motivated and able to work independently, with a strong attention to detail.
- Ability to work collaboratively with a team and engage with diverse stakeholders.

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.