

Position Title: Trail Stewardship Program Assistant
Position Status: Regular Part Time / Non-Exempt
Reports To: Director of Trail Stewardship



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:

- **Lead:** We lead with expertise in the trail space by networking and collaborating with diverse partners and communities
- **Integrity:** We are accountable to our trail users, partners, and our team.
- **Resilience:** We adapt to new circumstances, priorities, and changing demands of our trail users, partners and the environment
- **Kindness:** We treat each other with respect and compassion while cultivating a culture of inclusivity by actively embracing diverse perspectives
- **Dedication:** We respect nature and are committed to stewarding and expanding accessible trails for future generations

Job Summary

The Trail Stewardship Program Assistant will advance a multi-year federal Inflation Reduction Act (IRA) grant Friends received as part of the Pittsburgh Canopy Alliance, a consortium of county-wide environmental non-profits, by **1)** planning and coordinating the site preparation and installation of native trees, shrubs, and understory; **2)** performing weekly maintenance of recently planted trees including watering and pruning; and **3)** recording data collection and project tracking in ArcGIS systems. This work takes place exclusively in formerly designated Justice 40 Communities (aka **IRA locations**) along the Three Rivers Heritage and Water Trails and adjacent riverfronts throughout Allegheny County.

The Trail Stewardship Program Assistant will work as part of the Trail Stewardship team to actively respond to trail maintenance issues, advance ongoing stewardship initiatives, manage and lead public and employer volunteer engagements as **they relate to IRA locations**, while also building and sustaining positive working relationships with individuals, community, nonprofit, and corporate 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:

- **Plan and coordinate the site preparation and installation of native trees, shrubs, and understory in IRA locations across the Three Rivers Heritage and Water Trail Systems**
 - Perform site visits and evaluate conditions
 - Design planting project in alignment with site specific riparian restoration
 - Order materials and supplies
 - Schedule events and communicate with volunteers
 - Lead planting events including pre and post event preparations
 - Record data in Monday, TreeKeeper, and ArcGIS platforms
- **Perform weekly maintenance of all trees planted at IRA locations to ensure good health**
 - Deliver water to planted and newly planted trees as necessary
 - Prune mature trees based on best practices

- Clean tree tubes seasonally and clear tree cages of vegetation
- Repair and replace fallen or damaged tree protection
- Cut back encroaching vegetation or conditions harmful to trees
- Mulch trees as necessary
- **Collect and record data and track progress in ArcGIS systems**
 - Log newly planted trees and shrubs in TreeKeeper and FOR ArcGIS platforms
 - Updated record of planted trees based on site visits (healthy, retired, etc..)
 - Update restoration site documents and Stewardship project webpages for IRA Locations
 - Update ArcGIS data for IRA Locations
- Attend Pittsburgh Canopy Alliance meetings
- Work with the Trail Stewardship Team to advance 2026 Stewardship Plan as it relates to IRA locations
- Crew volunteer opportunities including weekly public trail care, private employer trail events, and Trail on the Trail enrichment events as necessary and as they relate to IRA locations
- Support ongoing relationships between municipal, nonprofit, and community partners as it relates to stewardship at IRA locations
- 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
- Manage organizational tools, supplies, equipment and storage yard
- Represent Friends of the Riverfront at various public activities including conferences, tabling events, stewardship events, member events and all other special events as necessary
- Support overall success 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 preferred**
- **Experience in environmental stewardship or ecological programs including native planting and vegetation management preferred**
- **Experience using GIS-based systems is preferred**
- Enthusiasm for trails, parks, and accessing the outdoors
- Strong communications and interpersonal skills; *this position is people focused*
- Comfortable with making decisions quickly and with confidence in public situations
- Have a valid driver's license and be comfortable driving mid and full-size trucks and trailers
- Able to react to change productively, be flexible in responding to event disruptions, and handle other essential tasks as assigned
- Able to lift 50 or more pounds (*trail maintenance equipment, trash and debris, etc..*) regularly in the line of work
- 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
- 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.*)

Working Conditions

- 50% Field and 50% Office (Friends is a hybrid at-home/office, flexible work environment)
- Some weekend and evening hours are required to facilitate volunteer opportunities

This is regular part-time, non-exempt position **starting March 1, 2026** for up to 12-months or based on seasonal considerations. The position reports to the Director of Trail Stewardship.

The position is hourly starting at \$21 per hour, with the expectation of 24 hours per week (3 working days). A healthcare stipend is provided.

To apply, please send a resume and a **interesting cover letter with three paragraphs or less** to alex@friendsoftheriverfront.org with "I support tree maintenance" as the subject. We are accepting applications on throughout February 2026 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.