



Position Opening
Project Coordinator
for Statewide Parks & Trails Organization

Parks & Trails New York is a leader in efforts to improve the quality of life of all New Yorkers through the expansion, protection, and promotion of a network of parks, trails, and open spaces throughout the state. For more information about our work visit www.ptny.org.

Key Responsibilities

The Project Coordinator is an important member of our team and has the opportunity to work with communities across the state to develop opportunities for outdoor recreation and active transportation, manage a variety of projects and develop new program directions.

Duties include:

- Help communities design, develop and advocate for multi-use trails, engage in public outreach, foster trail-related tourism, and promote local trail use
- Assist Canalway Trail communities with marketing to the cycling tourist; organize and promote various Canalway programs, including the annual Canal Clean Sweep and Bicyclists Bring Business Roundtable
- Provide leadership for trails, active transportation and bicycle-pedestrian advocacy at all levels of government
- Develop and write print and electronic newsletters, reports, and other publications related to planning, organizing, and outreach

Qualifications

- Minimum B.S. in planning, landscape architecture, natural resource management, public administration, recreation, or related field and preferably at least three years of related experience
- Ability to work with diverse stakeholders, build consensus, and inspire and motivate communities and constituents to action
- Excellent written and oral communication skills, including facilitating meetings and delivering public presentations
- A self-starter able to work with minimum supervision on multiple assignments and projects and thrive in a collaborative and fast-paced office environment
- Ability to undertake some in-state travel with overnight and evening commitments
- A passion for outdoor recreation and the environment

Additional Skills/Experience Desired

- Familiarity with New York State trails and environmental and planning issues within the state
- Experience with state and local government
- Knowledge of GIS mapping and analytical tools

- Experience with software for electronic communications and website development

Work Hours: This is a full-time position based in Albany.

Compensation: Competitive salary and excellent benefits package.

How to Apply: Submit a resume and cover letter that addresses why you are excited by this position and why we should be excited about you. Please provide your salary requirements. The position will remain open until filled. Send materials to: 2018 Program Coordinator Search, Parks & Trails New York, 29 Elk Street, Albany, NY 12207, careers@ptny.org

Parks & Trails New York is an equal opportunity employer.