



## Program Coordinator

### Position Summary

Parks & Trails New York seeks a Program Coordinator to work on a variety of projects that support New York's network of parks and trails. The Program Coordinator reports to the Parks Program Director and assists with coordinating major statewide events and advocacy efforts, as well as supporting the grant program for park and trail organizations. The Program Coordinator is a vital member of our team and has the opportunity to work on important environmental issues with organizations across the state.

### Key Responsibilities

- Coordinate and implement events, including the annual statewide I Love My Park Day and advocacy days
- Assist with management of grants program, participate in the review process
- Communications and outreach related to the grants program, including webinars and presentations, webpages, social media, print and electronic newsletters, reports, and other publications and promotions
- Support communications efforts, including regular newsletters
- Facilitate information sharing and networking among local park and trail groups to strengthen these organizations, including organizing regional and state meetings
- Advocate among opinion leaders and decision makers for funding for parks and trails, as well as for other programs and policies that support their promotion, protection and enhancement

### Qualifications

- A bachelor's degree and at least two years' relevant experience
- A self-starter able to work with minimum supervision on multiple assignments and projects and thrive in a collaborative and fast-paced work environment
- Ability to problem solve and exercise good judgment
- Excellent written and oral communication skills, including delivering public presentations
- Extremely organized, with good systems for records maintenance, information tracking and workload prioritization
- High level of knowledge and comfort with range of computer software and web-based software
- Knowledge of and experience in event management
- A passion for outdoor recreation and the environment

**Work Hours:** This is a full-time position based in Albany. Ability to undertake occasional in-state travel with overnight and evening commitments.

**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: Program Coordinator Search, Parks & Trails New York, 29 Elk Street, Albany, NY 12207,  
[careers@ptny.org](mailto:careers@ptny.org)

Parks & Trails New York is an equal opportunity employer.

*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 New York State. For more information about our work visit [www.ptny.org](http://www.ptny.org)*

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