



## **Internship Opportunity with Statewide Environmental Organization**

Parks & Trails New York has an opening for a spring intern to assist with planning for Canal Clean Sweep 2023, the annual statewide weekend of more than 100 spring clean-up events along the Canalway Trail held on Earth Day weekend, April 21-23, 2023.

Gain valuable, first-hand professional event planning experience in the environmental field while encouraging stewardship of the Canalway Trail, part of the 750-mile Empire State Trail.

**Specific Responsibilities:** Assist PTNY staff with managing event and volunteer registration, coordinating with vendor to design, order, and ship t-shirts and other materials to event organizers, promoting the event via social media, PTNY's website, targeted emails, and press releases, and other tasks related to this event or other PTNY work as is required.

**Qualifications/Skills:** Well organized, excellent oral and written communications skills, multi-tasker, strategic thinker. Experience with Mailchimp, ArcGIS online, Canva or Adobe Suite, Microsoft Office and web-based tools. Demonstrated interest/experience in environmental, conservation, parks, trails, and/or bicycle/pedestrian issues.

**Hours:** Part-time, 15 hours/week, beginning the week of February 6, 2023 and running through the end of April, 2023. Hours are flexible in terms of days and times but must be within regular work week hours (Monday to Friday, 8:00 AM to 5:00 PM).

**Work Environment:** Interns work closely with staff in a friendly, hard-working, casual atmosphere. Work will be primarily virtual, with some in-person hours as needed.

**Compensation:** \$15 per hour, may be used for college internship requirements.

**To Apply:** Please send a cover letter and resume to [trails@ptny.org](mailto:trails@ptny.org) with the subject line "Clean Sweep Internship." Applications will be reviewed on a rolling basis, and are due by December 9, 2022 at 5:00 PM.

**Parks & Trails New York, 33 Elk Street, Albany, NY 12207, [www.ptny.org](http://www.ptny.org), 518-434-1583**

*PTNY is the leading statewide organization working to promote, enhance and protect a network of parks, trails and greenways across the state. We work with decision makers to advance policy issues, help local communities realize their visions for green space, lead bike tours, and work with grassroots groups to build their capacity to steward parks and trails.*