



Position Opening

Project Coordinator

Parks & Trails New York is the leading statewide advocate for New York's parks and trails, providing a voice for park and trail users and supporters with decision makers and the environmental community.

PTNY seeks a dynamic project coordinator to promote outdoor recreation and active transportation through advocacy and planning efforts, as well as implementing various programs and events.

Tasks and Duties

- Develop materials, perform direct outreach and attend meetings, conferences and other events to promote trail use and communicate the connection between outdoor tourism and economic development
- Assist with research into the economic, health and environmental benefits of developing trail networks and encouraging active transportation
- Provide technical assistance to communities looking to develop new multi-use trails and promote existing trail networks
- Advocate for legislation promoting outdoor recreation and trail network development, including organizing coalition efforts
- Coordinate with state agencies and municipalities to address issues related to the development and management of multi-use trails
- Develop and produce print and electronic newsletters, social media posts, reports, and other publications

Qualifications

- Minimum B.S. in planning, landscape architecture, natural resource management, public administration, recreation, or related field and at least two 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 meeting facilitation and 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

Additional Skills/Experience Desired

- Familiarity with NYS parks and trails and environmental and planning issues
- Experience with state and local government and non-profit organizations.
- Knowledge of GIS mapping and analytical tools and design software
- A passion for outdoor recreation and the environment

Work Hours: F/T position based in Albany with some in-state travel and evening and overnight commitments

Compensation: Competitive salary and excellent benefits package

How to Apply: Submit a resume and cover letter with salary requirements to Project Coordinator Search, Parks & Trails New York, 29 Elk Street, Albany, NY 12207, careers@ptny.org. The position will remain open until filled.

Parks & Trails New York is an equal opportunity employer.