



Paid Internship Opportunity with Statewide Environmental Nonprofit

Arthur V. Savage Internship: Events & Bike Tours

The Arthur V. Savage Internship (ASI) Program offers an opportunity for undergraduates, graduate students, and recent graduates to work with Parks & Trails New York (PTNY) to further organizational priorities through education, engagement, and advocacy.

Position Summary

Parks & Trails New York seeks an Arthur V. Savage Intern to support planning, implementation, and execution of our events writ large, with a special focus on our two annual bike tours: Cycle the Erie Canal & Cycle the Hudson Valley.

This Internship will offer valuable, first-hand professional experience in the environmental field. Specific functional and topic areas include: building outreach with trailside communities to increase the economic and recreational benefits of NYS's greenway trails; support and lead on event creation, planning, and implementation; research to support outreach and advocacy efforts; community engagement; and creation of internal- and out-facing materials to further the outdoor recreation economy in NYS and advance PTNY's mission, goals, priorities, and objectives.

This position will report to the Events Manager and work closely with other teams.

Functions and Responsibilities:

Outreach—Engage with trailside and trail-adjacent communities, cyclists, partner organizations, and event sponsors to support Bike Tour and other event planning and implementation.

Resource Development & Organization – Create and/or support creation and organization of internal and external resources including Bike Tours, sponsor outreach, and other event-related materials.

Promotion – Support PTNY's promotion of the Empire State Trail and NYS public lands as world-class destinations by assisting with strategy, development, and creation of resources, content, merchandise, and other materials relating to Bike Tours, advocacy, volunteer, and other events.

Data Entry, Analysis, & Research—Support the development, implementation, and analysis of surveys to PTNY stakeholders; support Bike Tour route creation, mapping, and analysis; develop, implement, and maintain stakeholder tracking sheets; support data entry for stakeholders in PTNY's CRM.

Other Duties--This description is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the internship. Duties, responsibilities, and activities may change at any time with or without notice, however a concerted effort will be made to match responsibilities with the skills and interests of the selected candidate.

Qualifications/Skills: Well organized, excellent oral and written communications skills, ability to work on multiple projects, critical thinker, experience with Microsoft Office, the Google Suite, design- and web-based tools and social media. Demonstrated interest/experience in environmental advocacy, stewardship, parks, and/or community engagement is desired.

Hours: Part-time, approximately 20 hours/week, beginning in September 2024 and running through December 2024 with the possibility of continuing the internship through May 2025. Schedules can be flexible in terms of days and times but must be within regular work week hours (M-F, 8-5).

Work Location: Work will primarily be remote, with a preference for candidates local to the Albany, NY area. Interns work closely with staff in a friendly, hard-working, casual atmosphere with the option for a mix including in-person hours.

Compensation: \$18 per hour, may be used for college internship requirements.

Please send a resume and cover letter to careers@ptny.org. Early applications are encouraged and will be reviewed on a rolling basis. We will prioritize candidates who apply by July 15, 2024.

Our organization is working to be an anti-racist, safe, and inclusive organization. BIPOC (Black, Indigenous, people of color) individuals, women, immigrants, people with disabilities, people of marginalized sexual orientations or gender identities, and people with low-income backgrounds are strongly encouraged to apply. We also encourage individuals belonging to the above groups who meet some, but not all, of the position requirements to apply.

Hiring Process & Timeline

Initial candidates will be invited for a brief screening call set up via email.

Selected candidates will then be invited for an in-person (remote for those who cannot travel to the office) interview. Those invited for an in-person interview will be notified within a week to two weeks of the phone screening.

Semi-finalist candidates will be invited to a final interview with additional staff.

References will be contacted for final candidates.

**Due to the high volume of applications received, we will only contact those selected to move forward in the screening process.*