



Opportunity with Statewide Environmental Organization *Bike Tour Coordinator (July 2022)*

Parks & Trails New York seeks a dynamic, detail-oriented individual with demonstrated event-planning experience to help organize two week-long recreational bicycle tours—Cycle the Erie Canal and Cycle the Hudson Valley—and ensure participants have a positive experience. The Bike Tour Coordinator reports to the Executive Director and works closely with the Ride Director and other staff in a collaborative environment.

Experience/skills desired: event planning, community outreach, communications, database management, marketing, administration, customer relations

Tasks and Responsibilities:

- Assist with marketing, promotion and sponsorship efforts, including attending expos
- Ensure all requirements for relevant grants and sponsorships are met
- Handle registration process for ride participants and manage participant database
- Respond to customer questions and concerns
- Organize pre-tour materials and supplies
- Conduct post-tour activities, including participant survey
- Help with planning and execution of ride logistics
- Maintain communication with riders through monthly email updates, website and social media
- Provide direct support and services during the rides
- Purchase supplies
- Help organize volunteers
- Aid in selecting, purchasing, and keeping track of ride-related merchandise
- Support other PTNY events as needed

Qualifications:

- Bachelor's degree or higher, or commensurate experience
- At least two years of experience in relevant work
- Excellent visual and written communication skills
- A self-starter able to work with minimum supervision and thrive in a collaborative environment
- Knowledge of and experience with email marketing platforms, Google Suite, and Microsoft Suite (PTNY uses Mailchimp, Neon CRM, and Google Drive)
- Familiarity with social media platforms and website administration
- Valid NYS Driver's License
- Willingness and ability to travel and availability during bike tour weeks (early and late July)

Compensation

Salary range \$40,000 to \$45,000; [attractive benefit package](#) including health and dental, retirement, generous vacation and sick time.

Location

PTNY has offered a fully remote working environment since the onset of the COVID-19 pandemic, and expects to maintain options for flexible schedules and remote work into the future. PTNY's office is located in Albany and this position requires ability to periodically do in-office work.

How to apply

Submit cover letter highlighting relevant experience and a current resume by email with the subject line "Bike Tour Coordinator PTNY [your last name]" to careers@ptny.org. The position will remain open until filled.

Parks & Trails New York is an equal-opportunity employer. Black, Indigenous, and other people of color, and individuals from other historically underrepresented communities, are strongly encouraged to apply.

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. www.ptny.org