



Paid Internship Opportunity with Statewide Environmental Nonprofit

Arthur V. Savage Internship: Communications & Development

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 assist with asset database management, content creation (social media posts, newsletters, presentations), managing social media accounts, and development functions like prospect research.

This Internship will offer valuable, first-hand professional experience in the environmental field. Specific functional and topic areas include: tracking media coverage and contacts, digital content creation and impact assessment, and contributing to internal and external communications strategies.

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

Functions and Responsibilities:

Asset Creation & Organization – Create and/or support creation and organization of internal and external resources including photo library, digital design assets, physical design assets, etc.

Promotion – Support PTNY’s promotion of greenway trails, State Parks, and NYS public lands as world-class destinations by assisting with strategy, development, and creation of resources, content, and other materials, with a focus on social media, digital content, email marketing, and videos. Support in management of social media accounts including responding to comments, etc.

Data Entry, Analysis, & Research—Support the tracking and analysis of key performance indicators relating to media coverage, ad buys, online engagement, and other digital outreach performance. Support in prospect research for the Development Team and maintain media contact lists.

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, greenway trails, Adobe Illustrator, Canva, and video content creation is desired.

Hours: Part-time, approximately 20 hours/week, beginning in January 2026 and running through August 2026. 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 with the subject line “ASI Comms Position.” Early applications are encouraged and will be reviewed on a rolling basis. We will prioritize candidates who apply by December 10, 2025.

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 a remote interview. Those invited for an interview will be notified within a week to two weeks of the phone screening.

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.*