



Position Opening: **Planning Coordinator**

Position Summary

The Planning Coordinator reports directly to the Director of Policy & Planning and plays a central role in advancing Parks & Trails New York's vision of building and promoting a statewide network of greenway trails. The position leads the Empire State Trail Town and Western New York Trail Town programs; manages trail use measurement and data reporting; administers the Bike Friendly New York business certification program; and supports statewide coalitions, GIS mapping, advocacy, and communications. The Planning Coordinator works collaboratively with municipal partners, state agencies, businesses, and community stakeholders across New York State, and represents PTNY at public events, workshops, and advocacy days.

Detailed Responsibilities

- Coordinate the Empire State Trail Town and the Western New York Trail Town programs, including development of program components and materials, and coordinating and facilitating virtual and in-person meetings, events, and workshops with municipal partners, state agencies, and community stakeholders.
- Lead the development and design of strategic Action Agendas for Trail Town communities, including existing conditions analysis and short- and long-term recommendations, providing ongoing technical assistance to program participants.
- Measure and analyze trail use on the Canalway Trail and other trails through management of PTNY's trail count program, including installing electronic trail counters, collecting and analyzing data, and developing meaningful reports using data visualization tools to communicate findings through maps and narrative.
- Manage the Bike Friendly New York business certification program, encouraging businesses in trailside communities to support the needs of traveling and other cyclists and promoting those businesses to a general audience.
- Provide administrative support for statewide and regional coalitions, including the Canalway Trail Working Group for municipalities and agencies that own and/or maintain stretches of the Erie and Champlain Canalway Trails.
- Support other planning initiatives as needed in support of building a network of greenway trails and connected bicycle and pedestrian infrastructure.
- Support advocacy work as needed, including research to support legislation to facilitate the planning, development, maintenance, and safe use of greenways, and representing PTNY in statewide advocacy efforts, lobby days, and other outlets as needed.
- Support the development and maintenance of interactive, public-facing maps on PTNY's website using ArcGIS Online, and produce static maps for use in reports and other publications.
- As needed, contribute to monthly newsletters, reports, and other publications, and design, develop content for, and prepare attractive and engaging reports, publications, and presentations using tools such as Adobe InDesign or similar design software.
- Represent Parks & Trails New York at conferences, workshops, and other public events.
- Other duties/special projects as assigned.

Qualifications

- Minimum B.S. in planning, landscape architecture, natural resource management, public administration, recreation, or a related field. At least three years of related professional experience is preferred; relevant experience may be considered in lieu of a degree.
- Demonstrated ability to manage multiple projects and programs simultaneously, meet deadlines, and prioritize effectively in a fast-paced environment.
- Ability to work with diverse stakeholders, build consensus, and inspire and motivate communities and constituents to action.

- Excellent written and oral communication skills, including facilitating public meetings, leading workshops, and delivering presentations to varied audiences.
- A self-starter able to work with minimal supervision on multiple assignments and thrive in a collaborative office environment.
- Ability to undertake some in-state travel with periodic overnight and evening commitments, roughly once a month on average with more travel expected from March through October.
- A commitment to outdoor recreation, environmental stewardship, and the communities that trails serve.

Additional Skills/Experience Desired

- Familiarity with New York State greenway trails, bicycle and pedestrian and other environmental and planning issues within the state
- Experience with community engagement or meeting facilitation
- Experience with state and local government and planning organizations
- Knowledge of GIS mapping and analytical tools
- Experience with software for electronic communications and website development

Accessibility

Work is performed predominantly in an office environment and requires the ability to operate standard office equipment and keyboards. Candidates must have the ability to lift and carry small parcels, packages and other items. Occasionally, candidates may be asked to cover short distances (up to 0.5 miles), or cover longer distances by bicycle or other similar device (up to ten miles). Repetitive hand motions and time spent at a computer monitor make up a significant portion of this position.

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.

Compensation & Benefits

- This is a salaried position working 35-hours per week and includes opportunities for flex time
- The salary range for the Planning Coordinator is \$55,000-\$60,000 depending on experience. PTNY is a well-funded organization with revenue from a variety of private, state and local sources and is not reliant on federal support.
- Our organization uses a hybrid in-person/remote office model. We anticipate this position working 15% of their time at our co-working office space, [The Blake Annex](#), in downtown Albany. All PTNY employees have access to the amenities provided by The Blake. We also provide stipends for a monthly bus pass and bike share for interested employees.
- We are only considering New York State-based candidates at this time. Candidates located in the Capital Region/Central NY are preferred, but other qualified candidates will be given full consideration.
- Parks & Trails New York is committed to providing a supportive space for employees to thrive. To that end we offer:
 - Fully-paid health and dental insurance immediately upon employment, plus access to vision insurance and pre-tax savings accounts for out-of-pocket health costs and dependent care expenses
 - 15 days of paid vacation increasing to 20 days after 3 years of employment, and 25 days after 6 years, as well as additional sick and personal time
 - We recognize 12 holidays a year, close our offices for the last week of the calendar year and offer four-hour Fridays during the summer
 - A 403(b) retirement plan with a 5% of salary match after 2 years of employment and life insurance after 6 months of employment
 - Paid professional development for staff, both in terms of continuing education and opportunities for advancement

To Apply

Please send a resume and cover letter to careers@ptny.org with the subject line "Planning Coordinator 2026_(your name)". Cover letters should be no more than one page and should speak specifically to your interest in the position

and relevant experience. **Priority will be given to candidates who apply by April 17, 2026.** Applications received after this date will still be considered on a rolling basis until the position is filled.

Hiring Process & Timeline

Initial candidates will be contacted by email in late April to set up a brief introductory virtual interview. We expect to have a competitive applicant pool and will likely have an introductory interview with no more than 10 candidates.

Selected candidates will be invited for an in-person interview with the Director of Policy and Planning and the Deputy Director (remote options will be available for those who cannot travel to the office). As part of this interview, candidates may be asked to provide examples of past work. Those invited for an in-person interview will be notified within one to two weeks of the initial interview.

We hope to have the selected candidate begin work in late May or early June 2026.