Description  
Program Intern

Summary of Position

Friends of the Riverfront is dedicated to increasing awareness and engagement within the Pittsburgh region’s rivers and riverfronts through activities, stewardship and expansion of water and land trails. The Program Intern, under the direction of Friends of the Riverfront staff, will be involved in a variety of activities relating to community outreach, administration, and program delivery. The Program Intern will report to and be evaluated by the Program Manager and Friends of the Riverfront Board of Directors.

Essential Functions

Programs

- Assist in the management, delivery, and evaluation of the Friends important environmental and community-based programs including Riverfronts Naturally Trail Care Days.
- Deliver FOR trail maps to local vendors, sponsors, and interested parties
- Perform trail inspections and surveys when deemed necessary
- Any other work deemed necessary to accomplish the mission of the Friends as directed by the Program Manager.

Membership

- Assist in the development and management of the FOR website including writing, documentation and analysis
- Support annual membership campaign including updating database, processing donations and cultivating new membership
- Assist with monthly e-mail news blasts to members in the Friends of the Riverfront database
- Attend local festivals and meetings as needed to promote FOR

Administration

- Process requests for information including trail maps and memberships
- Check Friends of the Riverfront general inbox email
- Assist with development and planning for the Triathlon and Trail Mix(er)

Education & Skills

- Writing, public and non-profit administration, marketing and/or environmental science experience preferred
- Strong communication skills and ability to interact with community
- Analytical skills, including the ability to collect and analyze information, and then act to promote desired outcomes.
- Computer proficiency in Microsoft WORD, EXCEL, ACCESS
- Ability to work independently.

Please send your cover letter and resume to:

Thomas E. Baxter IV  
Executive Director  
Friends of the Riverfront, Inc.  
33 Terminal Way  
Pittsburgh, PA 15219  
412.488.0212 p  
412.488.7716 f  
www.friendsoftheriverfront.org  
thomas@friendsoftheriverfront.org