

## **2020 Susquehanna Greenway and Trails Intern**

The Susquehanna Greenway Partnership (SGP) is seeking an intern to assist with the continued development of our Trails Program. Reporting to the Susquehanna Greenway & Trails Assistant, this intern will have a unique chance to contribute to the organizational systems and processes necessary for expanding the Susquehanna Greenway, increasing volunteer stewardship, and improving the user experience on the land and water trails within the Greenway. The member will be working within both the land and water trails components of the program. This is a great opportunity to support the inner workings of a dynamic nonprofit and expand multiple professional competencies.

**Location:** Intern will work remotely with weekly staff meetings/calls in the Williamsport and/or Lewisburg area. There is flexibility on meeting location; training will be provided.

**Dates of Internship:** Summer: June 8, 2020 – August 14, 2020; flexible on start and end date.

**Compensation:** Part-time; this position is also available for course credit pending approval from your institution.

**Work Schedule:** Flexible work week Monday – Friday. Interns are expected to work a minimum of 20 hours per week. Some weekend or evening events may be required.

### **Internship Summary & Responsibilities**

Key responsibilities for the Water Trail Assistant include:

- **Water Trail:** SGP is the official Water Trail manager of the West Branch and Lower North Branch of the Susquehanna River Water Trail. Intern will assist with projects and events focused on the stewardship and management of these Water Trails. Assist staff with the update to the Susquehanna River Water Trail – West Branch map.
- **Land Trails:** Member will collaborate with SGP staff and AmeriCorps members on the implementation of the Susquehanna Greenway Trail Designation program. Duties include assisting with the organizational systems and processes necessary to designate and celebrate trails within the Susquehanna Greenway corridor.
- **Outreach:** Work with staff to implement outreach strategies that engage community groups and individuals of the Susquehanna Greenway. Represent the Susquehanna Greenway Partnership at select community and partner events to grow public awareness of the Greenway and its trails.
- **Event Management:** Assist with planning and implementing SGP's Paddling Film Festival and sojourn, a public kayaking event, on August 8, 2020.
- **Administrative:** Maintain a filing system for trail materials, update and enhance membership database, and assist with other administrative duties as assigned.

### **Qualifications – Knowledge, Skills, and Abilities**

- Pursuing a Bachelor's or higher degree in conservation, land and water management, recreation management, outdoor education, environmental education, or a major related to the responsibilities above.
- Excellent communication skills (written and verbal communications) are required.
- Ability to manage multiple tasks, take initiative, and deliver high quality work.

- Ability to work independently and complete tasks with minimal supervision.
- Superlative interpersonal skills with a demonstrated ability to work well with others.
- At least 18 years of age, be a citizen, national, or lawful permanent resident alien of the United States.
- Experience within outdoor pursuits a plus including cycling and flat-water kayaking.
- Valid driver's license and access to reliable transportation.

### **To Apply:**

Email resume and cover letter to Executive Director, Corey Ellison, at [cellison@susquehannagreenway.org](mailto:cellison@susquehannagreenway.org) by 11:59 PM on March 20, 2020. If the position is not filled by April 2020, an extension for applications will be administered and accepted on a rolling basis.

The Susquehanna Greenway Partnership is an equal-opportunity employer.

### **About the Susquehanna Greenway**

The Susquehanna Greenway Partnership is a 501 (c)(3) non-profit. The Susquehanna Greenway Partnership is dedicated to advancing the Susquehanna Greenway, which is a network of land trails, water trails, and communities that runs along the Susquehanna River within Pennsylvania. Our mission is to envision, create, and sustain a greenway along the Susquehanna River, to highlight River Towns, and to enhance the lives of current and future generations. We work towards our mission through the implementation of our three program areas: Trails (both land and water), River Towns, and Education & Outreach.

For more information about the Partnership visit: [www.susquehannagreenway.org](http://www.susquehannagreenway.org)