Paid Internship Opportunity with Statewide Environmental Organization
Arthur V. Savage Internship Program

The Arthur V. Savage Internship (ASI) Program offers an opportunity for undergraduates, graduate students, recent graduates, and other qualified candidates to work with Parks & Trails New York (PTNY) to recruit new volunteers, engage existing stewards, and inspire public engagement—primarily through the successful coordination of events and community-based programs.

Position summary: This position offers hands-on experience organizing mission-driven programs and supporting the execution of at least five major statewide initiatives. In this role, the selected candidate will contribute towards the growth of PTNY's "volunteer hub", connecting with enthusiastic individuals who join our events and stay involved as members of PTNY and stewards of New York's parks, trails, and public lands.

Functions and Responsibilities:

- The intern will play a key role in supporting PTNY's Program and Development teams across a variety of signature events and initiatives, including:
    - **Park Advocacy Day –** Engage participants and assist with event planning for our annual advocacy efforts.
    - **Western New York Planning Summit –** Help prepare materials and support participant engagement for this regional planning gathering.
    - **Canal Clean Sweep –** Coordinate volunteers and community members for trail cleanups across the state across Earth Day weekend.
    - **I Love My Park Day –** Support site leaders, volunteers, and communications for the largest single day volunteer event in New York state, supporting our parks and public lands.
    - **Cycle the Erie Canal –** Assist with participant support, logistics, and on-site coordination for this multi-day cycling event.

- Additionally, the intern will gain hands-on experience in:
    - Outreach and engagement of communities and volunteers
    - Developing materials, agendas, and communications
    - Supporting marketing, social media, and other communications efforts
    - Event-day logistics and coordination
    - Follow-up with attendees and volunteers, including feedback and appreciation

Other Duties: This role offers a flexible, dynamic learning opportunity. Responsibilities may evolve based on the intern's strengths and the team's priorities. This description is not intended to cover or contain a comprehensive list of activities, duties or responsibilities associated with this internship.

Qualifications/Skills: Creative, well organized, excellent oral and written communications skills, ability to work on multiple projects independently, critical thinker, experience with Microsoft Office, web-based tools and social media. Demonstrated interest/experience in environmental advocacy, stewardship, parks, and/or community engagement.

Hours: Part-time, approximately 20 hours/week, beginning in Fall/Winter of 2025, based on availability. The potential candidate will work alongside the current Arthur Savage Fellow for onboarding purposes. The internship will extend through May 2026, with the possibility of continuing the internship through Fall 2026. Hours are flexible (days and times) but must be within regular work week hours (M-F, 8-5).

Work Environment: Interns work closely with staff in a friendly, hard-working, casual atmosphere. The work environment will be virtual, with options for some in-person hours.

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). 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: $15 per hour, may be used for college internship requirements.

To Apply: Please send a cover letter, resume, and references (including a former employer or supervisor of volunteer work) by **October 3, 2025** to rmurray@ptny.org with the subject line "ASI Internship." Please include a proposed work schedule in your cover letter.

Parks & Trails New York, 1 Steuben Place, Albany, NY 12207, www.ptny.org, 518-434-1583

Arthur V. Savage (1926-2012) was a distinguished lawyer-conservationist, with a particular devotion to the preservation of open spaces and public parks in New York State. During the last half of the 20th century, Arthur co-founded or led a large number of nonprofit organizations that shape environmental laws, protect natural resources, and educate the public about conservation values. He was a 20-year member of the PTNY Board of Directors. To honor the life and legacy of one of New York State's most influential environmentalists, PTNY is proud to offer the Arthur V. Savage Internship Program.