



Program Coordinator

Position Summary

Parks & Trails New York seeks a Program Coordinator to manage a new grants program for non-profit organizations and work on a variety of projects that support New York's network of parks and trails. The Program Coordinator reports to the Parks Program Director and assists with managing all grant-related activities, from initial inquiry from grantseekers to grant close-out, as well as with the coordination of major statewide events and advocacy efforts. The Program Coordinator is an important member of our team and has the opportunity to work on important environmental issues with organizations across the state.

Key Responsibilities

- Manage all aspects of the grantmaking process, in collaboration with Program Director, and assure that all grantmaking activities are smoothly implemented, including:
 - Responding to grantseekers' requests for information, assisting with the application process, and providing a positive experience for grantseekers and applicants
 - Tracking and advancing applications through grants management software
 - Facilitation of and participation in the application review process
 - Communications and outreach related to the grants program, including webinars and presentations, webpages, social media, print and electronic newsletters, reports, and other publications and promotions
- Facilitate information sharing and networking among local park Friends groups to strengthen these organizations, including coordination of in-person regional meetings
- Assist with event coordination and implementation, including the annual statewide I Love My Park Day
- Advocate among opinion leaders and decision makers for funding for parks and Friends groups, as well as for other programs and policies that support the promotion, protection and enhancement of parks and trails

Qualifications

- A bachelor's degree and at least two years' relevant experience
- A self-starter able to work with minimum supervision on multiple assignments and projects and thrive in a collaborative and fast-paced office environment
- Ability to problem solve and exercise good judgment
- Excellent written and oral communication skills, including delivering public presentations
- Extremely organized, with good systems for records maintenance, information tracking and workload prioritization
- High level of knowledge and comfort with range of computer software and web-based software
- Familiarity with grants management software a plus
- Knowledge of and experience in grantmaking, capacity building/technical assistance and the nonprofit sector a plus
- A passion for outdoor recreation and the environment

Work Hours: This is a full-time position based in Albany. Ability to undertake occasional in-state travel with overnight and evening commitments.

Compensation: Competitive salary and excellent benefits package.

How to Apply: Submit a resume and cover letter that addresses why you are excited by this position and why we should be excited about you. Please provide your salary requirements. The position will remain open until filled. Send materials to: Program Coordinator Search, Parks & Trails New York, 29 Elk Street, Albany, NY 12207, careers@ptny.org

Parks & Trails New York is an equal opportunity employer.

Parks & Trails New York is a leader in efforts to improve the quality of life of all New Yorkers through the expansion, protection, and promotion of a network of parks, trails, and open spaces throughout New York State. For more information about our work visit www.ptny.org

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