Greenway Intern

UNIT DESCRIPTION:
The Bronx River Alliance serves as a coordinated voice for the river and works in harmonious partnership to protect, improve and restore the Bronx River corridor so that it can be a healthy ecological, recreational, educational and economic resource for the communities through which the river flows.

The Bronx River Alliance seeks an intern to assist the Greenway Coordinator in promoting and improving the Bronx River Greenway. Activities include assisting in community outreach and external communications, collecting and analyzing park and greenway data, and assisting in the execution of events along the greenway. This position will offer exposure to the park construction and design process, community engagement, communications, and the government and non-profit sectors.

INTERN RESPONSIBILITIES:
- Assist in planning, promotion, and execution of Greenway programming and events
- Coordinate with community members, Greenway Team, and partner organizations
- Generate content for the Bronx River Alliance website and newsletter
- Collect, analyze, and organize Greenway usership data and other data vital to understanding parks’ capital needs
- Monitor the infrastructural state of the Bronx River Greenway and help to coordinate response by NYC Parks Department for repairs and maintenance when needed
- Assist the Bronx River Alliance Greenway Coordinator in tracking and progressing Bronx River Greenway Capital Construction Projects
- Assist in community outreach efforts
- Maintain Bronx River Alliance Bike Inventory
- Support Bronx River Alliance staff in other capacities as needed

QUALIFICATIONS/SPECIAL SKILLS/AREAS OF INTEREST:
- Strong written communication skills
- Comfort with public speaking
- Comfort riding a bike on the Greenway (Applicants do not need to own their own bike)
- Ability to multitask and maintain attention to detail
- Ability to work independently as well as a part of a team

HOURS:
- Part Time. 14-21 hours a week
- Scheduling is flexible but will fall during normal business hours (Monday-Friday, 9am-5pm)
- Very occasional weekend and evening hours for afterhours events and meetings

PREFERRED SKILLS:
- Software skills including, Microsoft Excel, Adobe Suite, and GIS
- Background in urban planning, urban studies, environmental studies/science, or architecture
- Experience and comfort being active and outdoors

COMPENSATION
- This internship is unpaid, but all travel expenses will be reimbursed, and there is potential to offer college credit

To apply, please email a resume, cover letter, and brief writing sample to Jonah Garnick at jonah.garnick@bronxriver.org

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