

POSITION DESCRIPTION

Program Manager - Trails & Outdoor Recreation Philadelphia Office - February, 2024

About the Pennsylvania Environmental Council:

The Pennsylvania Environmental Council (PEC) is a 501(c)3 non-profit organization that protects and restores natural and built environments through innovation, collaboration, education, and advocacy. At the heart of PEC's success is our belief in the value of partnerships with the private sector, government, communities, and individuals to improve every Pennsylvanian's quality of life. PEC has four regional offices across Pennsylvania, where staff engage in projects and policy initiatives that promote land and water-based recreational opportunities, equitable access to the outdoors, protection and conservation of water resources, promotion of forward-thinking energy and climate approaches, and sustainable development of communities and landscapes.

Position Summary:

The Program Manager is a full-time exempt position based in Philadelphia on a hybrid schedule with the option to work from home two days per week. The Program Manager is responsible for managing projects and completing tasks that help advance PEC's trails and outdoor recreation initiative, primarily in underserved and historically disinvested communities in southeastern PA. The Manager's main focus is trail development projects in Greater Philadelphia's Circuit Trails region, and frequently includes collaboration with external partners from the Circuit Trails Coalition. PEC and the Circuit Trails Coalition are committed to fostering and supporting equitable access to trails, developing trails through inclusive trail planning, and activating trails to help create welcoming public spaces for all. Cultivating relationships and maintaining a leadership role in projects are key to success. The ideal candidate is engaging and personable while actively coordinating external partners to meet shared goals and deadlines, is detail-oriented and organized, and can work well independently as well as on multiple teams. The Program Manager reports to the Director of Trails & Equitable Access and takes direction from the Executive Vice President for Programs.

Primary Responsibilities:

1. Manage trail planning and development projects utilizing [inclusionary trail planning](#) practices, including but not limited to projects on the East Coast Greenway, Liberty Bell Trail, Naylor's Run Trail, and other priority Circuit Trails. (Refer to the [official map of the Circuit Trails network](#).) This includes: leading and/or coordinating teams to complete projects on time and budget; managing consultants, municipal, and non-profit partners; keeping records and preparing correspondences; assisting in preparing contracts, invoices, and grant reports to funders and partners; managing and compiling project-related information; and maintaining and organizing project files.
2. Support the process of determining Circuit Trail development priorities and maintenance needs through tools PEC has developed, including the [Circuit Trails Gap Analysis](#), Trail Implementation Manager (TIM), and Trail Operations Manager (TOM), and promote their use among partners.

3. Develop grant and other funding proposals. This may include guiding municipal partners through the process of identifying and developing project implementation workflows, project bidding, consultant management, and grant reporting.
4. Organize and lead meetings and workshops with the public, project partners, and stakeholders, including local governments, agencies, and non-government organizations; businesses; community organizations; and elected and appointed officials and their staff.
5. Work with PEC colleagues and external partners to support implementation of the Circuit Trails Coalition strategic plan.
6. Organize, coordinate, and/or support outdoor events and celebrations that further trail planning goals and promote the Circuit Trails and our partners.
7. Communicate effectively in person, by phone, and by email with PEC staff, partner organizations, and consultants to coordinate project activities and share information
8. Perform other duties as assigned.

Desired Skills:

1. Communication Skills: Articulate project needs and activities to PEC staff, program partners, and the public using excellent verbal, writing, interpersonal, public speaking, and teamwork/group leading skills.
2. Project Coordination & Administration Skills: Develop objectives; effectively manage projects, partners, and consultants; coordinate resources; develop budgets and track expenses; track and report on project outcomes; and provide status reports to partners and supervisors.
3. Proficiency with Microsoft Outlook, Word, Excel, and PowerPoint, and – once hired and trained – proficiency with PEC's Trail Implementation and Operations Manager tools. Familiarity with ESRI and Adobe products are a plus.
4. Ability to work independently and with minimal supervision, while being accountable to both internal colleagues and external partners.
5. Ability to travel and work remotely including occasionally working evenings and weekends, and in locations across the state as reasonable and necessary for performance of Position Activities. Personal car ownership is not required, but possession of a valid driver's license or the commitment to obtain one within a reasonable timeframe of an offer being extended is necessary.
6. Ability to organize, lead, and participate in public outreach and volunteer activities. These may include bike rides and hikes, so enthusiasm for the outdoors and recreational activities is strongly encouraged.
7. Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.
8. Desire to engage with, learn about, and become immersed in the Philadelphia region and the Commonwealth of Pennsylvania.

Qualifications:

A bachelor's degree or higher in environmental studies, geography, outdoor recreation, natural resource management, urban planning/studies, or a related field is preferred, though candidates with different educational backgrounds may be considered. Graduate degrees in architecture, landscape architecture, city/regional planning, environmental studies/science, and other related fields, while not required, may be considered a plus and may count toward years of experience on a case-by-case basis.

Candidates will be evaluated based on a combination of their educational and relevant work and volunteer experience. Preferred candidates will have 3-5 years of relevant experience, as well as a demonstrated interest in trails and outdoor recreation and/or inclusionary planning, community development, community and stakeholder engagement, improving access to nature, protecting open space and the environment, sustainable development, urban design/planning, Philadelphia, and Pennsylvania.

Compensation:

This is a salaried position commensurate with experience and includes the following benefits: medical and prescription benefits as well as voluntary dental and vision plans; vacation, holidays, and sick days; 403(b) retirement savings; life insurance; comp time; and flexible scheduling as needed.

The salary range for this position is **\$58,000-\$63,000**, depending on experience.

Location:

The position is based out of the Philadelphia Office located in **One Penn Center, 1617 JFK Blvd, Suite 543, Philadelphia, PA 19103**. One Penn Center is located directly above Suburban Station and offers a secure bike room. Staff have the option to work remotely up to two days per week. Travel to other locations in the region and state will be required.

How to Apply:

Submit a cover letter, resume, and any salary requirements to PECJobs@pecpa.org by **March 29, 2024**.

PEC intends to review applications in early April, interview select candidates in late April, extend an offer to a preferred candidate in early May, and welcome a new Program Manager in early June 2024.

DEI & Equal Opportunity Employment:

PEC seeks to recruit candidates for employment that represent the region's diverse communities in race, gender, religion, sexual orientation, and ability. As we work towards inclusive and equitable recruitment and retention practices, we are dedicated to uplifting diverse opinions and backgrounds to grow and evolve as a welcoming workplace for all.