



## **Job Description:**

### ***The Riverline Program Support Specialist – Americorps VISTA***

Founded in 1991, the Western New York Land Conservancy is an accredited, regional not-for-profit land trust that permanently protects land with significant conservation values in Western New York for the benefit of present and future generations. We envision a future in which open spaces, wildlife habitat, working lands, and scenic beauty are cherished and protected as part of the landscape and character of Western New York.

Western New York is home to some of North America's most important natural treasures. Our region encompasses two Great Lakes, Niagara Falls, and the Niagara Gorge. It includes the Appalachian foothills to the south, vast networks of meandering rivers and streams, and impressive stretches of forests. Our farm soils are some of the most fertile and productive in the world. All of this natural wealth surrounds cities and villages that are becoming more vibrant each year. The Land Conservancy's diverse programs give our staff opportunities to work in all of these places. For more information, please visit: [www.wnylc.org](http://www.wnylc.org)

**Title:** Program Support Specialist  
**Employment Type:** Americorps VISTA position  
**Reports to:** The Riverline Director  
**Location:** Based in our East Aurora office or remote workplace TBD

#### **Overview:**

The Program Support Specialist, which is affiliated with the AmeriCorps VISTA program, reports directly to The Riverline Director. The VISTA Program Support Specialist will work for The Riverline Director to implement The Riverline, a proposed iconic, innovative, and inspiring nature trail and greenway in the City of Buffalo on an unused railway that connects Canalside in downtown to the Buffalo River opposite the Tesla Gigafactory. The Riverline will connect people to nature right in the middle of the city. The Riverline is part of the High Line Network, an alliance of 37 similar infrastructure reuse projects across North America in places like Manhattan, Toronto, Los Angeles, and Mexico City, all focusing on equitable development.

The VISTA Program Support Specialist will be actively involved in project development activities; participate in developing and implementing community engagement and programming; organize volunteer activities, environmental education, and stewardship activities; promote and coordinate

workforce development programs; and participate in research and preparation of funding and grant applications. This position will be primarily responsible for working with internal and external partners and constituents in The Riverline project area, including the Old First Ward, Perry and Valley neighborhoods along the future nature trail and greenway. The VISTA member will be an integral part of The Riverline team.

**Qualifications:**

- Deep passion for conservation and the Land Conservancy's mission
- Ability to manage multiple, simultaneous projects, and coordinate with numerous partners
- Superb written and oral communication skills
- Demonstrated customer service and interpersonal skills, diplomacy, patience, and a sense of humor
- Ability to develop and maintain strong relationships with members, donors, and the other organizational partners
- Strong proficiency with Microsoft Office and Google programs is preferred
- Strong work ethic and willingness to work flexible hours
- Ability to work independently with a high level of accountability and attention to detail
- Bachelor's degree or equivalent experience with project support, community outreach and fundraising is required

**To Apply:**

Please submit your application directly to: <http://my.americorps.gov>. This is an Americorps VISTA position through The Service Collaborative of WNY.

No phone calls please. The Western New York Land Conservancy is an equal opportunity employer.

For additional information about the Western New York Land Conservancy please visit our website – [www.wnylc.org](http://www.wnylc.org).