



**Title:** *Venture Outdoors Walks Website Intern*  
**Reports to:** *Program Manager*  
**Location:** *Venture Outdoors Office • Pittsburgh, PA*  
**Hours:** *Flexible, 10 – 30 hours per week*  
**Salary:** *Unpaid*

## POSITION SUMMARY

- *The Venture Outdoors Walks Website Intern works with the Program Manager and partner organizations to provide to research, author, and publish 1-2 mile walks in the Pittsburgh area to our new website, [walks.ventureoutdoors.org](http://walks.ventureoutdoors.org). The intern supports programs by populating the website and engaging community groups to use the website through our Fit with a Physician Walking and Exercise program. The intern has the ability to attend numerous outdoor outings, trainings and work for a cutting-edge outdoor recreation organization, while earning internship credits toward a degree.*

## DUTIES AND RESPONSIBILITIES

- *Maintain and contribute content to the [walks.ventureoutdoors.org](http://walks.ventureoutdoors.org) website.*
- *Develop location information of areas Venture Outdoors utilizes.*
- *Contact Fit with a Physician partners to improve site content, create exercise plans, and customize walk plans for individuals.*
- *Support program marketing efforts by making flyers, organizing photos and distributing materials*
- *Attend outings as an assistant leader.*
- *Attend outreach events as an ambassador of the organization.*
- *Be familiar with and follow all Venture Outdoors' policies*

## QUALIFICATIONS

*Qualifications include:*

- *Interest in working with older and other-abled populations.*
- *Knowledge of ADA accessible trails in the area.*
- *Knowledge of regional outdoor recreational amenities, including parks, trails, outfitters, etc.*
- *Good written and oral communication skills*
- *Demonstrated willingness and commitment to uphold all Venture Outdoors' policies.*
- *Computer-literate, including use of Microsoft Word, Excel, Publisher, Adobe PDF, and Google documents.*

## HOW TO APPLY

Please send resume and cover letter to Joanna Lemmon Program Manager, at [joanna@ventureoutdoors.org](mailto:joanna@ventureoutdoors.org)

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