

City Parks Foundation  
*Job Description*

**JOB:** Community Specialist

**START DATE:** January 2015

**SALARY:** \$47,000 - \$ 52,000 + full benefits

Partnerships for Parks is an innovative joint program of City Parks Foundation and the New York City Department of Parks & Recreation founded in 1995. Partnerships for Parks (PfP) supports and champions a growing network of leaders caring and advocating for neighborhood green spaces. We equip people, organizations and government with the skills and tools they need to transform green spaces into dynamic community assets.

As part of the Partnerships for Parks Program, City Parks Foundation will hire a Catalyst Specialist to encourage engagement in park and waterfront spaces in an effort to build the stewardship capacity of local residents and partners for long-term planning and stewardship activities.

**THE CATALYST PROGRAM**

*Catalyst: Building Park Communities* is a multi-year initiative to revitalize under-utilized and historically under-resourced parkland in high needs communities throughout New York City. The Catalyst Program combines the community engagement and capacity building tools of Partnerships for Parks, the sports, arts, and education programming of City Parks Foundation, and the capital investments in NYC arks, and the dedication of local residents to reinvigorate open public spaces.

The program has been successfully implemented in more than 13 neighborhoods over more than 10 years. Catalyst has been a 4-5 year commitment and we are currently about to launch the next set of neighborhood parks in the spring of 2015. The newest park neighborhoods that we will focus on beginning in 2015 will be in the North Shore of Staten Island, East Harlem in Manhattan, and Gravesend Bay in Brooklyn.

We are looking for a Community Specialist who can work in collaboration with local groups, residents, and community based organizations, to connect residents to their local open spaces; foster environmental stewardship and supporting activities and promote parks as a community resource for adoption and ongoing stewardship.

**POSITION DESCRIPTION**

The Community Specialist will be expected to work as part of a Catalyst Team. The Community Specialist will work to directly support the development of local partners who want to play an active role in the stewardship of parks and open spaces. The Community Specialist will be expected to:

- Convene and facilitate meetings with individuals, groups, and other interested stakeholders around keys issues and concerns

- Document partner activities and experiences via online tracking and reporting programs
- Grow and expand the local and citywide engagement in these parks spaces and neighborhoods
- Support the leadership development of local partners as ongoing park and waterfront stewards.
- Conduct ongoing reviews of partner work and its alignment with program goals
- Facilitate communication and collaboration among interested groups
- Design and promote opportunities for partner development and engagement
- Support special PfP initiatives as needed, working collaboratively across program areas to share best practices and support stewardship development broadly.

#### **QUALIFICATIONS**

- Ability to work with diverse constituencies, both internal and external to CPF and Parks
- Community organizing and/or programming experience
- Excellent public speaking and writing skills
- Experience planning community-led events and/or collaborative projects
- Experience working with NYC government agencies
- Experience in organizational development, preferred
- NYS Drivers License, required
- Spanish speaking, preferred

Interested candidates should mail cover letter and resume to:

Melissa Garcia  
 Director, Catalyst Program  
 City Parks Foundation  
 1234 5<sup>th</sup> Ave, Room 234  
 New York, NY 10029

OR, E-mail the same information to: [mgarcia@cityparksfoundation.org](mailto:mgarcia@cityparksfoundation.org)  
 Please include your name and "Community Specialist" in the subject heading.