

City Parks Foundation
Job Description

JOB: Community Specialist for Visioning and Planning

START DATE: Starting January 2015

SALARY: \$46,000 - \$ 51,000 + 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 Community Specialist to encourage engagement in park and waterfront spaces with the goal of creating constituencies of local residents and partners who take an active role in the long-term planning and stewardship of parks and waterfront spaces.

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 parks, 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 preparing to launch the next set of neighborhood parks in the spring of 2015. The newest park neighborhoods are in: the North Shore of Staten Island, East Harlem in Manhattan, and Gravesend Bay in Brooklyn.

We are looking for an experienced community builder 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 for Visioning will be expected to, in close coordination with the Catalyst team:

- Facilitate visioning and planning meetings in partnership with the Community Specialist for the park.
- Work with a broad range of communities and community members
- Develop a visioning strategy that is tailored to the needs and concerns of the community

partners and s in keeping with program goals.

- Be creative in designing visioning activities that promote community engagement with the waterfront and green spaces among diverse communities.
- Conduct research and disseminate information via visioning activities that help local partners understand and participate in park and waterfront decision-making.
- Maintain excellent record of visioning activities and deliver the results in a digestible and community-friendly manner.
- Work with the Program Manager and Director to review visioning work and document visioning activities in a timely fashion.
- 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
- More than 5 years of community organizing and/or programming experience
- More than 5 years of experience community visioning experience.
- Ability to work independently as well as in a team.
- Excellent organizational and time-management skills
- Excellent presentation and documentation skills
- Experience with graphic design programs such as InDesign, Photoshop and Illustrator
- Ability to work evenings and weekends
- NYS Drivers License, required
- Spanish speaking, preferred

Interested candidates should e-mail cover letter and resume to
pfpemployment@cityparksfoundation.org

Please include your name and “**Community Specialist for Visioning and Planning**” in the subject heading.