

## **City Parks Foundation** *Job Description*

**JOB:** Greening Western Queens Community Visioning Coordinator  
**START DATE:** Immediate  
**SALARY:** \$44,000 + full benefits

**City Parks Foundation** (CPF) is an independent, non-profit organization that produces arts, sports and education programs, largely free of charge, for over 600,000 kids, adults, and seniors in parks throughout New York City. CPF also organizes communities to support neighborhood parks through its Partnerships for Parks program.

**Partnerships for Parks** (PfP) is an innovative joint program of NYC Parks and the City Parks Foundation founded in 1995. We strengthen our diverse, growing network of dedicated park volunteers and groups by creating opportunities for them to celebrate their parks and accomplishments, access resources, become more effective leaders in their communities, and work with government to affect decisions about their parks.

### **PROJECT DESCRIPTION/HISTORY**

Partnerships for Parks will work through 2014 in the Western Queens communities affected by the 2006 Con Edison blackout – the neighborhoods of Sunnyside, Woodside, Astoria and Long Island City – to implement a community forestry project called **Greening Western Queens**—Planting Trees, Growing Community (GWQ). This project is funded by the Greening Western Queens Fund of the North Star Fund. Begun in 2011, the project aims to build a network of Western Queens environmental stewards through coordination with NYC Parks Forestry, New York Restoration Project, and TreesNY to produce a community-led planting plan and tree care trainings. We are engaging local Western Queens residents, developing a community forestry plan, coordinating volunteer tree care activities, and supporting the creation of a local environmental stewardship entity.

### **RESPONSIBILITIES**

- Support the development of a sustainable, organized entity caring for trees and green space in Western Queens.
- Lead community building, planning, and visioning processes to help shape the project and its trajectory.
- Provide guidance, technical assistance, and resources to interested and involved individuals and organizations.
- Facilitate communication, collaboration, and resource sharing among interested community partners.
- Work closely with the GWQ Community Coordinator to work towards and report on project goals.
- Work collaboratively on a team with staff from Parks Forestry, New York Restoration Project, and TreesNY to develop and implement strategies based on program goals.
- Update and maintain records of individuals, community groups and organizations on Partnerships' database.
- Document project progress, strategies, best practices, and outcomes for grant reporting.
- Develop and implement community visioning strategies, tools, training, and resources.
- Work with project partners to develop the Community Forestry Plan.

### **QUALIFICATIONS**

- Bachelor's degree with a minimum of 2 years experience in community development or neighborhood greening.
- Background in community organizing/planning, environmental issues, urban forestry, and/or city government.
- Strong verbal and written communication skills – with experience developing collaborative documents preferred.
- Proficiency in computer software including Microsoft Office (especially Word and Excel); GIS mapping a plus.
- Excellent facilitation, organizational, and interpersonal skills; ability to work independently and in a team.
- Experience and ability facilitating diverse groups of stakeholders to develop shared goals.
- A passion for facilitating collaborative processes to promote civic engagement.
- Ability to work a flexible schedule, including some evenings and weekends.
- Multi-lingual a plus.

Interested candidates should e-mail cover letter and resume to: [TAsearch@cityparksfoundation.org](mailto:TAsearch@cityparksfoundation.org). Please include your name and “Visioning Coordinator” in the subject heading.

Interviews will be scheduled on a rolling basis with hiring taking place once an appropriate candidate is identified. No calls or faxes, please.

This position is funded through calendar year 2014.