



JOB: Marketing Administrative Assistant to the President

DATES: Immediate Hire

SALARY: \$38,000 - \$42,000 + full benefits

City Parks Foundation (CPF) is the only independent, nonprofit organization to offer park programs throughout the five boroughs of New York City. CPF works in over 750 parks citywide, presenting a broad range of free arts, sports, and education programs and helping citizens to support their parks on a local level. Our programs and community-building initiatives reach more than 600,000 New Yorkers each year, contributing to the revitalization of neighborhoods throughout New York City.

The Marketing Administrative Assistant to the President will spend approximately 75% of their time providing high level administrative support to the President, and the other 25% of the assistant's time will be focused on Development and Marketing activities.

#### PRIMARY RESPONSIBILITIES

- Coordinate and schedule the President's calendar;
- Answer the main public telephone line and keep the main office running during business hours;
- Preparing and distributing confidential board documents and correspondence;
- Creating and sending e-newsletters to all staff and board lists;
- Schedule Senior Staff meetings, retreats and all staff town hall meetings;
- Assist with special projects research, correspondence and outreach;
- Support the updating of organizational communications, including the website;
- Support the training and orientation of new hires.

#### QUALIFICATIONS

- 2-3 years of professional office experience; nonprofit background or interest a plus.
- Excellent writing and communications skills



- Ability to communicate and work with diverse constituents, including funders, Board members, and the public.
- B.A. required
- Familiarity with New York City and driver's license preferred.
- Ability to manage projects from concept to completion;

Required computer skills: Microsoft Office, Adobe Photoshop, (HTML) and basic internet

For consideration, please send your resume to: [finance@cityparksfoundation.org](mailto:finance@cityparksfoundation.org)

Subject line: Marketing Administrative Assistant to the President

**NO CALLS OR FAXES, PLEASE.**

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