

**Position/Title:** Technical Assistance Specialist, Group Development

**Start Date:** March 19, 2018

**Application Deadline:** February 26, 2018

**Contact:** Send resume, cover letter and salary expectations to  
[LSBoykin@CityParksFoundation.org](mailto:LSBoykin@CityParksFoundation.org)

### **ABOUT CITY PARKS FOUNDATION**

City Parks Foundation (CPF) is the only independent, nonprofit organization whose mission is to offer programs in public parks throughout the five boroughs of New York City. At CPF, we are dedicated to invigorating and transforming parks into dynamic, vibrant centers of urban life through sports, arts, community development, and education programs for all New Yorkers. Our programs and community building initiatives -- located in more than 350 parks, recreation centers, and public schools across New York City -- reach 425,000 people each year. Our ethos is simple: we believe thriving parks mean thriving communities.

- We present the largest free, outdoor performing arts festival in NYC through SummerStage, presenting artists of the highest quality across multiple disciplines and genres, and marionette puppet theater in all five boroughs with our Swedish Cottage Marionette Theatre and the roving PuppetMobile.
- Partnerships for Parks, a public-private program of City Parks Foundation and NYC Parks, supports and champions a growing network of leaders who care and advocate for the transformation of their neighborhood parks.
- We connect youngsters to nature in the urban environment with education programs that provide learning experiences through classroom and hands-on activities in parks, urban forests, coastal areas, gardens, and recreation centers.
- Free golf, tennis, track & field, soccer, and fitness programs bring high-quality instruction and equipment into areas where few organized athletic opportunities exist. We offer leveled training, year-round scholarship coaching, and special pro events.

### **POSITION SUMMARY**

The Technical Assistance Specialist for Group Development will be part of Partnerships for Parks' (PfP) Technical Assistance (TA) team. The Technical Assistance program builds the capacity of parks stewards, PfP staff, and organizational and NYC Parks partners citywide. We act as expert consultants to help individuals and community park groups sustain their efforts to improve parks and communities. We do this by offering training, workshops, coaching, grants, publication and website design services, and community visioning assistance through the development, testing, and sharing of best practices to support public involvement in parks and green space.

The Technical Assistance Specialist will report to the Director of Technical Assistance and will utilize programs and resources to develop community park group sustainability.

## **RESPONSIBILITIES**

- Coach and assist community park groups committed to advancing their development in key areas including, but not limited to, planning and development, volunteer recruitment & retention, leadership support, resource allocation, tracking & evaluation, outreach, partnership building, fundraising, technology & communications, and incorporation & 501c(3) tax exemption
- Develop group health diagnostic and capacity building resources for community park groups
- Liaise with key NYC Parks staff to bridge non-formal and formal community park group working relationships with the agency
- Develop recommendations for building out long-term group development resources for Partnerships for Parks staff and community park groups
- Collaborate with Partnerships for Parks staff as needed to implement group development programs and resources
- Collaborate with Technical Assistance staff to develop and implement evaluation methods that measure community park group development
- Support PfP special projects, initiatives, and citywide events

## **QUALIFICATIONS**

- Bachelor's degree required, preferably in nonprofit management, public administration, education, social science, organizational development, or a related field AND at least four (4) years of experience in coaching and conducting consultations, preferably with programs to support grassroots organizational development
- Resourceful, creative and flexible self-starter with a passion for sustainable community development who is confident working both individually and as part of a team
- Experience working with diverse communities; demonstrated ability to work effectively with many types of people
- Commitment to civic engagement; interest and experience supporting and facilitating community meetings, trainings, and workshops and developing tools for public participation
- Excellent written and oral communication, interpersonal, coaching, research, and problem solving-skills
- Comfort and facility with Google Apps and/or Microsoft Office Suite
- Experience with qualitative and quantitative data collection and analysis
- Willingness to work a flexible schedule, including some nights and weekends
- Bilingual in English/Spanish is a plus
- Ability to travel across the city to support community projects and events as needed

## **WORKING FOR CITY PARKS FOUNDATION**

Benefits include excellent healthcare and dental package, vacation, paid holidays, 403(b) Retirement Plan, Transit Check program, life insurance, and flexible spending plan. City Parks Foundation is a collegial, mission-focused organization that values its employees and encourages professional growth and advancement.

**CONTACT**

Interested parties should email cover letter, resume, and salary expectations to:  
LSBoykin@CityParksFoundation.org. Put "Technical Assistance Specialist, Group Development" in subject header.

Thank you for your interest in City Parks Foundation, an equal opportunity employer. Only potential candidates will be contacted. No calls, please.