

Position/Title: Technical Assistance Program Director, Partnerships for Parks
Start Date: Immediate
Application Deadline: July 16, 2018
Contact: Send resume and cover letter to SSaragoussi@CityParksFoundation.org

ABOUT CITY PARKS FOUNDATION

At City Parks Foundation (CPF), we are dedicated to invigorating and transforming New York City parks into dynamic, vibrant centers of urban life through sports, arts, community building, and education programs for all New Yorkers. Our programs -- located in more than 350 parks, recreation centers, and public schools across New York City -- reach 425,000 people each year.

- CityParks Shows brings hundreds of live music, dance and theater performances to communities throughout New York City's five boroughs. The SummerStage festival presents over 100 free performances and benefit concerts each year in 16 parks throughout the city, ranging from American pop, Latin and world music to dance, spoken word and theater. The Swedish Cottage Marionette Theatre, home to one of the last public marionette companies in the US, presents modern takes on classic fairy tales, and the traveling PuppetMobile presents family-friendly puppet shows and workshops outdoors around the city, free of charge.
- Partnership for Parks (PfP) is a unique public-private partnership between CPF and NYC Parks that supports and champions neighborhood volunteers by giving them the tools they need to advocate and care for their neighborhood parks and green spaces.
- CityParks Learn environmental education programs help students experience the fun of science, while learning about their relationship to the natural world and the ways in which they can protect our natural environment. We provide environmental science programs for elementary, middle and high school students throughout New York City, serving nearly 3,000 kids through school-day, afterschool and summer programming, as well as credit-bearing training and paid internships for teenagers.
- CityParks Play activates New York's neighborhood parks with free sports programs for kids, including tennis, soccer, golf, track & field, and multi sport instruction, as well as fitness classes for seniors. We help New Yorkers stay active and healthy, discover new sports, and make new friends.

we believe that this is possible

POSITION SUMMARY

The Technical Assistance Program Director provides overall vision, management and strategic planning for the Technical Assistance program, which builds the capacity of parks stewards, PfP staff, and organizational and NYC Parks partners citywide. We act as expert consultants to help individuals and 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 planning and visioning assistance through the development, testing, and sharing of best practices to support public involvement in parks and green space. The Program Director will report to the Director of Partnerships for Parks.

RESPONSIBILITIES

- Articulate and guide program direction, develop and implement projects, measure effectiveness, and sustainably grow program offerings in order to reach more parks stewards while prioritizing under-resourced communities and groups and maintaining program quality.
- Oversee annual department outputs and supervise and support program staff, including but not limited to: administration of small grant and fiscal sponsorship programs; public workshops in all five boroughs; production of group publications and websites; and intensive support to community groups through organizational development coaching and community visioning assistance training.
- Develop and maintain relationships with nonprofit partners, TA providers and grantors, and NYC Parks.
- Provide group and leadership development best practices to local groups, agencies and organizational partners, locally and around the world.
- Create and manage project budgets, fulfill grant requirements, and work with PfP and CPF leadership on fundraising strategy to support TA programming.
- Create TA Program materials as needed to publicize resources and articulate program work and goals.
- Facilitate collaboration between various departments and with NYC Parks to inform communications strategy for promoting TA resources.
- Serve on Partnerships' leadership team to guide program priorities, implement PfP-wide projects and participate in organizational planning and development.
- Work with PfP, CPF, and NYC Parks leadership to set realistic and measurable annual targets for the TA program to prioritize strategy and approach for program development.
- Oversee reporting on TA metrics for funders, elected officials, etc. by ensuring accurate data input and tracking.
- Represent PfP at conferences and on committees.
- Support PfP projects, initiatives, and events in all 5 boroughs during the workday, evenings, and weekends as needed.

QUALIFICATIONS

- Master's degree in public administration/policy, organizational development, urban affairs/planning, or related field with at least 2 years of management experience or Bachelor's degree and at least five years group and leadership development, community development and public engagement, training and facilitation, grant-making, community visioning and planning, and/or urban environmental experience, with at least 2 years of management experience.
- Demonstrated program, project management and development experience, including documentation and evaluation.
- Responsible, detail-oriented, organized, and comfortable dealing with financial, confidential, and sensitive information, and meeting deadlines.
- Commitment to civic engagement; interest and experience supporting and facilitating community meetings, trainings, and workshops and developing tools for public participation.
- Motivated, 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 with organizational development and/or strategic planning, as well as community information collection, synthesis and analysis.

- Cultural sensitivity and ability to work in cooperation with diverse populations required; demonstrated ability to work effectively with many types of stakeholders including community volunteers, agency representatives, elected officials, and funders.
- Excellent written and oral communication, interpersonal, facilitation, research, and problem solving-skills.
- Comfort and facility with office software.
- Willingness to work a flexible schedule, including nights and weekends as needed.
- Ability to travel across the city to for meetings, projects and events.
- Experience with qualitative and quantitative data collection and analysis.
- Knowledge of New York City boroughs and neighborhoods preferred.
- Valid driver's license recommended, but not required.

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 requirements to:
SSaragoussi@CityParksFoundation.org. Put "Technical Assistance Program Director" 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.