

Position/Title: Community Programs Assistant, Partnerships for Parks
Preferred Start Date: May 20, 2019
Salary: \$16.00- \$18.00/hr, commensurate with experience
Hours per week: 18- 21, May- August 2019
Application Deadline: Open until filled
Contact: Send resume, cover letter to KSoljan@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. 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 400 parks, recreation centers, and public schools across New York City -- reach 300,000 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 Theater 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

Partnerships for Parks equips people, organizations, and government with the skills and tools they need to transform their neighborhood parks and green spaces into dynamic community assets. The Community Programs Assistant position will split their time between two Partnerships for Parks programs - Technical Assistance and Catalyst.

The Programs Assistant will work with **People Make Parks**, a program within Technical Assistance that gives New Yorkers the tools they need to engage their local communities in planning for the future of their park. The program focuses on training community groups to gather & share public input with NYC Parks so these ideas can inform park design and programming.

Catalyst inspires community members to care for their local parks through personal leadership, community-led conversations, and actions with their neighbors. We intervene into communities facing significant challenges and work to cultivate park-centered, sustainable efforts that build community and connect neighbors through opportunities to care for their parks and communities.

RESPONSIBILITIES

- Coordinate training and coaching sessions for community park groups
- Coach and assist groups with facilitation, event coordination, and strategic planning in the field
- Document community input events and activities

- Gather and analyze community data and assist with reporting
- Contribute to case studies of community-led park visioning projects
- Help maintain online tools, resources, and information
- Assist in grant administration and invoicing
- Manage a supply inventory

QUALIFICATIONS

- Experience and/or completed courses in: community organizing, community planning, volunteer service, public administration, social work, nonprofit management, participatory design, social sciences, education, or another related field
- Willingness to work a flexible schedule, including nights and weekends
- Ability to travel across the city to support community events as needed
- Excellent customer service, written, and verbal skills
- Experience coaching or facilitating meetings in diverse communities
- Ability to work collaboratively with a team on projects
- Ability to be proactive, resourceful, and work independently
- Proficient with social media tools
- Comfort and or willingness to use Google Apps and Microsoft Office Suite
- Bilingual in English/Spanish a plus
- Familiarity with New York City

CONTACT

Interested parties should email cover letter and resume to: KSoljan@CityParksFoundation.org.
Put "Community Programs Assistant" in subject header.

Thank you for your interest in City Parks Foundation, an equal opportunity employer. Only potential candidates will be contacted