

Position/Title: Special Projects Administrator

Start Date: Immediate

Application Deadline: September , 2019

Contact: Send resume and cover letter to Sjones@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.
- Partnerships 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.

Our ethos is simple: *we believe thriving parks mean thriving communities.*

POSITION SUMMARY

The Special Projects Administrator reports dually to the Deputy Director of Partnerships for Parks and the CPF Community Engagement Manager. The Administrator manages a portfolio of member designated grants from the NYC Council through the Parks Equity Initiative for beautification projects and community events in neighborhood parks across New York City and works with colleagues from across City Parks Foundation and NYC Parks to ensure the successful implementation of grants and community initiatives.

RESPONSIBILITIES

Administer Parks Equity Initiative funding by working on the following:

- Create project work scopes, event templates, and budgets
- Coordinate with field staff to secure approvals for and delivery of expense items

- Manage purchases of approved items and services, handling all accompanying paperwork and coordination with Finance team
- Centrally track and compile project information between various teams
- Manage the contract development process for awards and act as point of contact for contracting inquiries
- Document program processes, best practices, and challenges to inform future program planning
- Design and give presentations on program developments
- Communicate and coordinate with external partners
- Provide onsite support to community projects and events
- Support outreach and coordination through internal staff and external partners including SummerStage, sports, education, and Partnerships for Parks
- Liaise between City Parks Foundation and Partnerships for Parks staff
- Provide support to grow the CPF ambassador program
- Perform other duties as required and support other Partnerships for Parks initiatives as directed

QUALIFICATIONS

- Experience planning and maintaining work systems, procedures, and policies for a team
- Excellent written and oral communication, interpersonal, and problem solving-skills
- Experience in grants and/or contract administration a plus
- Responsible, detail-oriented, exceptionally-organized, comfortable dealing with time-sensitive, financial information
- Experience with information collection, synthesis, and analysis
- Motivated, resourceful, creative, and flexible self-starter who is confident working both individually and as part of a team
- 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
- Expert knowledge of office software, including Google applications and MS Office Suite
- Willingness to work a flexible schedule, including nights and weekends
- Knowledge of New York City boroughs and neighborhoods preferred and ability to travel across the city for meetings, projects, and events
- 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: Sjones@CityParksFoundation.org. Put "Special Projects Administrator, Partnerships for Parks" in the subject header.



City Parks Foundation
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www.cityparksfoundation.org

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