
Position/Title:	Operations Assistant
Start Date:	January 2, 2020
Salary:	DOE
Application Deadline:	November 18, 2019
Contact:	Please submit application at https://cityparksfoundation.org/arts-employment

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 400 parks, recreation centers, and public schools across New York City -- reach 300,000 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 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 Operation Assistant is responsible for a broad range of administrative, clerical and customer service duties supporting the Arts Operations Department. The ideal candidate must be goal oriented, proficient, should be well-organized, highly motivated, comfortable functioning in hectic production environment, and be very dependable.

DUTIES AND RESPONSIBILITIES

- Provide administrative support including answering phones, scheduling, correspondence, coordinating meetings and conferences, and research projects.

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- Track and perform periodic audits of departmental expenses and revenue
 - Assist in supervising interns, seasonal office staff, and office volunteers.
 - Maintain employee files and database records
 - Create and revise accounts payable/receivable invoices
 - Review and verify weekly payroll in payroll system (ADP), stagehands notes, and spreadsheets
 - Track and monitor credit card expenses for the department
 - Submit permit requests to NYC Parks for SummerStage events outside of Central Park
 - Assist Operations Manager in screening candidates for seasonal positions at SummerStage
 - Maintain office guides, production training, and procedural manuals
 - Coordinate weekly departmental meeting and prepare and distribute minutes
 - Order, store and organize all supplies for office and site
 - Perform other duties as requested

QUALIFICATIONS

- High School diploma required; Baccalaureate degree preferred
- A minimum of 4 years of work experience in administration, record keeping, budgeting, payroll, and/or accounts payables/receivables required
- Proficiency with Google applications, such as Mail, Calendar, Drive, Sheets and Docs required
- Experience working with multi-relational databases, including advanced knowledge of query and report building, and familiarity with MySQL and Visual Basic, preferred
- Must have exceptional customer service skills and a welcoming style of interaction
- Must be self-starter who exhibits initiative, positive energy, a high level of professionalism, and strong attention to detail
- Must be organized and able to multitask and work in a high energy, fast-paced environment
- Must be able to follow direction from others and to perform duties with limited supervision
- Must have excellent interpersonal, oral and written communication skills

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 submit a cover letter and resume at <https://cityparksfoundation.org/arts-employment>. Cover letter should discuss your interest in the position, how you heard about the opening, and your salary requirements. Applications without cover letters will not be considered.

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