

Position/Title:	Data and Evaluation Associate (Part-time)
Start Date:	January 2020
Salary:	\$22-\$25 per hour
Application Deadline:	December 13, 2019
Contact:	Send resume and cover letter to MLeyko@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 400 parks, recreation centers, and public schools across New York City -- reach 300,000 people each year.

- 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 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.
- 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

Partnerships for Parks, a public-private program of CPF and NYC Parks, seeks a part-time Data and Evaluation Associate. Under the direction of the Data and Evaluation Manager, the Associate will be responsible for supporting the day-to-day configuration, maintenance, and improvement of our CRM platform, Salesforce. System and user support will be done in coordination with Manager.

REQUIREMENTS

- Support daily administration of our CRM platform, Salesforce
- Help troubleshoot and resolve errors with users and within the system
- Track user adoption and compliance with database; create mechanisms to support user adoption
- Build/maintain reports and dashboards in Salesforce to help users more effectively use the database
- Perform data entry
- Support system changes and upgrades to database and associated applications

- Partner with Manager to train PfP database users by maintaining a library of process guides, creating and conducting training sessions, and providing one-on-one support
- Work collaboratively with team members to maximize efficient use of database
- Assist Manager with program evaluation
- Support special PfP initiatives as needed

QUALIFICATIONS

- Experience with data systems required, Salesforce experience preferred
- Strong computer skills in data entry, Google applications, and Microsoft Office
- Excellent organizational, analytical, and problem-solving abilities
- Strong attention to detail and ability to work well independently
- Ability to explain data to non-technical users
- Positive attitude toward learning, adaptability, and teamwork
- Ability to manage multiple tasks and deadlines
- Willingness to collaborate easily with co-workers

WORKING FOR CITY PARKS FOUNDATION

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:
MLeyko@CityParksFoundation.org. Put "Data and Evaluation Associate" 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.