

Position/Title: Technical Assistance Manager, Community Coaching

Start Date: Immediate

Application Deadline: January 5, 2020

Contact: Send resume, cover letter and salary expectations to Mmullaley@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 nearly 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 is seeking a Manager for Community Coaching to lead a program that provides tailored, 1-on-1 support to advance a community park group's ability to advocate for and support their neighborhood parks and sustain volunteerism in the long-term. The Manager will report to the Director of Technical Assistance.

PfP's Technical Assistance program offers a suite of capacity building tools for park partners including grants, workshops, coaching, 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.

RESPONSIBILITIES

- Provide one-on-one support to community park groups committed to advancing their development in key areas including, but not limited to, goal-setting, outreach, partnership building, fundraising, volunteer recruitment & retention, leadership support, resource allocation, technology and communications, and incorporation and 501(c)(3) tax exemption
- Manage intake and assessment process to determine community group needs and program eligibility
- Support Partnerships for Parks staff through additional coaching assistance, identifying and sharing best practices for group development, and creating resources and materials (i.e. tip sheets)
- Coordinate with colleagues to identify and develop skillbuilding and mentorship opportunities with corporate and non-profit partners
- Work with a team of colleagues to implement PfP's professional development initiative, including identifying subjects, conducting research, managing logistics, and liaising with PfP Leadership team.
- Support PfP special projects, initiatives, and citywide events

QUALIFICATIONS

- Bachelor's degree preferred, preferably in nonprofit management, public administration, education, social science, organizational development, or a related field AND at least four (4) years of experience in coaching and conducting consultations, preferably with programs to support grassroots organizational development; OR at least 6 years of experience in the above fields without a degree
- 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 working with diverse communities; demonstrated ability to work effectively with many types of people
- Commitment to civic engagement; interest and experience supporting and facilitating community meetings, trainings, and workshops and developing tools for public participation
- Excellent written and oral communication, interpersonal, coaching, research, and problem solving-skills
- Comfort and facility with Google Apps and/or Microsoft Office Suite
- Experience with qualitative and quantitative data collection and analysis
- Willingness to work a flexible schedule, including some nights and weekends
- Bilingual in English/Spanish is a plus
- Ability to travel across the city to support coaching efforts, community projects and events as needed

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.



City Parks Foundation
830 Fifth Avenue, New York, NY 10065
www.cityparksfoundation.org

CONTACT

Interested parties should email cover letter, resume, and salary expectations to: Mmullaley@CityParksFoundation.org. Put "Technical Assistance Manager, Community Coaching" 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.