

Position/Title: Coordinator, Leadership & Group Development, Partnerships for Parks

Start Date: Immediate

Application Deadline: January 5, 2020

Contact: Please send resume and cover letter 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.

- Partnership 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 Coordinator for Leadership and Group Development to help design, implement and support free public workshops to help individuals and local community groups who wish to advocate for and support their neighborhood parks. The Coordinator will report to the Manager of Leadership and Group Development and will work out of our lower Manhattan office.

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.

REQUIREMENTS

- Work with manager and PfP staff to develop, promote, and implement leadership development workshops for the Partnerships Academy, including researching speakers, creating presentations and handouts, and tailoring interactive activities based on learning parameters.
- Oversee and coordinate all workshop logistics, including scheduling catering, booking venues, and maintaining supplies inventory
- Cross promote programs to existing organizational partners and identify new partners
- Work collaboratively with PfP Communications and Art Director to create outreach materials
- Assist with program management, including record keeping, program evaluation and reporting
- Coordinate additional staff support for workshops where needed
- Support Partnerships for Parks special projects, initiatives, and citywide events

QUALIFICATIONS

- Bachelor's degree, preferably in non-profit/public management, community organizing, organizational development, Human Resources, education, social sciences, or a related field, with at least two years of project management or event planning experience; OR 4 years of work experience in the above fields without a degree
- Must be detail-oriented and organized
- Marketing and promotional experience, including a willingness to make cold calls and meet engagement goals
- Motivated, resourceful, and creative 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 and developing interpersonal working relationships
- Demonstrated ability to work effectively with many types of stakeholders
- Experience with public speaking, as well as interest in teaching or facilitating workshops or trainings
- Excellent written and oral communication, research, and problem solving-skills
- Comfort and facility with Google applications and Microsoft Office Suite
- Experience with qualitative and quantitative data collection and analysis
- Willingness to work a flexible schedule, including nights and weekends
- Willingness to travel across the city to lead and support community projects and events as needed
- Familiarity with New York City

PREFERRED QUALIFICATIONS

- Bilingual in English/Spanish
- Valid driver's license and willingness to drive in NYC
- Experience creating and designing presentations and handouts
- Experience using data systems



City Parks Foundation
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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:
MMullaley@cityparksfoundation.org. Put "Leadership and Group Development Coordinator" 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.