

**Position/Title:** **Community Outreach Internship**

**Start Date:** **May 2020**

**Application Deadline:** **April 1, 2020**

**Contact:** **Send resume and cover letter to**  
[MarketingInternship@CityParksFoundation.org](mailto:MarketingInternship@CityParksFoundation.org)

### **ABOUT CITY PARKS FOUNDATION**

City Parks Foundation (CPF) is the only independent, nonprofit organization whose mission is to offer programs in public parks throughout the five boroughs of New York City. We are dedicated to invigorating and transforming 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 310,000 people each year. Our ethos is simple: thriving parks mean thriving communities.

- We present the largest free, outdoor performing arts festival in NYC through SummerStage, presenting artists of the highest quality across multiple disciplines and genres, and marionette puppet theater in all five boroughs with our Swedish Cottage Marionette Theatre and the roving PuppetMobile.
- Partnerships for Parks, a public-private program of City Parks Foundation and NYC Parks, supports and champions a growing network of leaders who care and advocate for the transformation of their neighborhood parks.
- We connect youngsters to nature in the urban environment with education programs that provide learning experiences through classroom and hands-on activities in parks, urban forests, coastal areas, gardens, and recreation centers.
- Free golf, tennis, track & field, soccer, and fitness programs bring high-quality instruction and equipment into areas where few organized athletic opportunities exist. We offer leveled training, year-round scholarship coaching, and special pro events.

### **POSITION SUMMARY**

City Parks Foundation offers hands-on internship experiences in the Marketing & Partnerships Department, which manages all marketing, publicity, social media, community outreach, media partnership and sponsorship initiatives for the entire organization. Interns will gain experience while helping the full-time staff execute a wide range of initiatives for our arts, sports, community development and environmental education programs.

Intern must be available to work roughly 15 hours/ week between May - September. Start and end dates are flexible. An internship and travel stipend is available.

### **RANGE OF DUTIES**

- Support program recruitment and outreach including direct calls, emails, and mailings to schools, camps, senior centers, community boards, and elected officials
- Help coordinate community partners to collaborate with SummerStage for advanced promotion and onsite activations

- Disseminate posters, postcards, and marketing materials to local businesses and community based organizations through canvassing
- Represent CPF at events and meetings to promote our programs and build relationships
- Help track program information, organizing printed materials and giveaways, invoicing, organizing marketing mailings
- Support street marketing through the ambassador program
- Assist with answering phones/public inquiries and other general office/admin tasks as assigned

### **QUALIFICATIONS**

- Experience working with an NYC-based nonprofit
- Must be enthusiastic about producing events in city parks, bringing neighborhoods together, and building community
- Strong interpersonal skills and ability to interact with a diverse constituency to gauge needs, respond promptly, and take action when appropriate
- Excellent written and oral communication skills and aptitude to follow directions
- Ability to prioritize and to work independently and proactively
- Must have working knowledge of Google Drive Apps and Microsoft Office
- Willingness to work outside in inclement weather (hot, cold, rainy, etc).
- Willing to travel independently to parks throughout the five boroughs
- Must be a current college or graduate student
- Fluency in English and Spanish

### **CONTACT**

Interested parties should email a cover letter and resume with subject "CPF Community Outreach Internship" to **MarketingInternship@CityParksFoundation.org**.

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