Position/Title: Outreach Co-Director
Start Date: Immediate
Application Deadline: February 24, 2021
Contact: Send resume and cover letter to SSaragoussi@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.
- 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 Theater 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

Our ethos is simple: We believe thriving parks mean thriving communities.

POSITION SUMMARY
The Outreach Co-Director will report to the Director and Deputy Director of Partnerships for Parks, and work in close collaboration with a Co-Director to develop, lead, supervise, evaluate and manage the Outreach Program which consists of 16 Outreach Coordinators. The Outreach Co-Director will also be responsible for representing the program in broader Partnerships for Parks, City Parks Foundation and NYC Parks business.

REQUIREMENTS
- Under the supervision of the Director and Deputy Director of Partnerships for Parks, and in close coordination with the Co-Director of Outreach, develop, evaluate and manage the Outreach Program.
- Work closely and regularly with Co-Director to coordinate program strategy, meeting content, and communication
- Supervise and co-lead Outreach Coordinator team, providing strategic and individual support, staff development, and resources
- Hold regular meetings with staff to identify goals, set priorities, and assist with trouble-shooting
- Coordinate team of Senior Outreach Coordinators to advance program goals
- Identify and support professional development needs and encourage best practice sharing
- Lead Outreach team’s execution of special initiatives
- Manage program budget, purchasing, and expense tracking
- Assist staff with on-site logistical support as needed including but not limited to tool and material distribution, event management and volunteer coordination
● Collaborate with other Program Directors on organizational planning, decision making, and program implementation
● Create and manage reports, support staff usership of data system, and ensure compliance with data tracking
● Engage and coordinate with NYC Parks and CPF leadership and field staff and navigate the challenges and opportunities presented by managing a blended program consisting of staff employed by two different organizations with varying policies and practices
● Meet with staff and maintain a consistent presence in their office locations across the city
● Represent PfP in internal and external meetings, events and conferences
● Assist with Partnerships for Parks special initiatives and projects as directed

QUALIFICATIONS

● Bachelor’s degree and a minimum 4 years experience in public service/administration, community programming, community engagement, urban planning, or city government in a position requiring independent decision-making concerning program management or planning, allocation of resources and the scheduling and assignment of work, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity OR 6 years experience in the aforementioned fields
● Experience with parks and open-space experience preferred, experience working in public/private partnerships a plus
● Demonstrable ability to work with diverse constituencies
● Responsible, detail-oriented project manager with excellent organizational skills
● Experience with qualitative and quantitative data collection, CRM platforms, evaluation, reporting, and presentation creation
● Strong communicator, with the ability to generate internal and public-facing communications; skill and experience with public speaking, professional writing, facilitation, and listening
● Ability and confidence to operate individually and as part of a team.
● Motivated, resourceful, and creative self-starter with a passion for sustainable and equitable community development
● Experience planning community-led events and/or collaborative projects
● Comfort and facility with office software and Google apps
● Willingness to travel frequently around NYC and work on-site as often as needed, including nights and weekends
● Valid driver’s license required

WORKING FOR CITY PARKS FOUNDATION

Benefits include excellent healthcare and dental packages, 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 a cover letter, salary requirements and resume to: SSaragoussi@cityparksfoundation.org. Put “Outreach Director” in subject header. Applications without salary requirements will not be reviewed.

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