

Position/Title: Corporate Engagement Coordinator, Partnerships for Parks

Start Date: Immediate. Applications are preferred by July 2, 2021

Contact: Please send resume and cover letter to mdaly@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.

- 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.
- Partnership for Parks 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 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

The Corporate Engagement Coordinator reports to the Corporate Engagement Manager and will be part of Partnerships for Parks' (PfP) Volunteer Program team working to enhance the participation and visibility of private-sector corporate volunteerism in NYC parks. The coordinator will lead corporate days of service; increase participation and foster collaborative relationships among corporate volunteers, NYC Parks staff, and community members; and assist in raising revenue to support PfP.

RESPONSIBILITIES

- Support Partnerships for Parks' citywide corporate volunteer program, which will include rapidly increasing our volunteer engagement as the pandemic abates
- Provide motivation, supervision, and hands-on guidance to corporate volunteers at park beautification projects throughout the five boroughs
- Work with Parks staff to identify high priority projects and sites; coordinate staffing and project details for all corporate volunteer events
- Track budgets, order supplies, and provide support logistics, tracking, and evaluation of volunteer projects
- Communicate corporate volunteer program information to Partnerships for Parks, City Parks Foundation, and NYC Parks staff, ensuring compliance with Parks goals and City regulations
- Increase program participation by strengthening relationships with existing and new corporate partners, and developing activities to recognize accomplishments and contributions of corporate volunteers
- Develop and expand relationships with community park groups and identify opportunities to connect corporate resources to community needs
- Support the Corporate Engagement Manager to develop resource materials and lead trainings for staff and community members to improve volunteer management and engagement
- Document project success through reports and presentations
- Support *It's My Park* events and other PfP projects and initiatives (as directed)

QUALIFICATIONS

- One year of experience in volunteer management, event planning, or sponsorship/fundraising/sales
- Excellent customer service, public speaking, and writing skills
- Ability to work with diverse constituencies, both internal and external to CPF and Parks
- Experience in horticulture and/or parks maintenance and stewardship, preferred
- Ability to work independently and initiate projects
- Valid NYS Driver's License - able to drive in New York City and pick-up & deliver project supplies
- Proficiency in Google apps preferred; Microsoft Office programs, especially Word, Excel, and Powerpoint
- Experience using Salesforce, or similar platform, preferred
- Ability to work a flexible schedule, including early mornings, evenings and weekends
- Willingness to work outdoors, year-round, in sometimes uncomfortable weather conditions
- Bachelor's Degree, preferred

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

CONTACT

Interested parties should email cover letter, resume, and salary requirements to:
mdaly@cityparksfoundation.org. Put "**Corporate Engagement 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.