

**Position/Title:** Training Manager, Partnerships for Parks

**Start Date:** Immediate

**Contact:** Please send resume and cover letter to [MMullaley@cityparksfoundation.org](mailto: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.

- 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**

Partnerships for Parks is seeking an energetic self-starter to fill the Bi-lingual English/Spanish Training Manager position. The successful candidate will help to 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 Manager will work with Partnerships for Parks staff to increase our Latinx engagement and capacity-building resources. The Manager will report to the Technical Assistance Director.

PfP's Technical Assistance (TA) program offers a suite of capacity building tools for park partners including grants, workshops, coaching, fiscal sponsorship, 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**

- Develop, promote, and implement group development workshops in key areas including, but not limited to, leadership development, financial literacy, outreach and communications, and relationship building.
- Oversee and coordinate all in-person and virtual workshop logistics, including creating presentations and handouts, tailoring interactive activities based on learning parameters, scheduling catering, booking venues, maintaining supplies inventory, and researching speakers.
- Manage long-term program planning, record keeping, program evaluation, reporting, and executing programmatic surveys.
- Utilize Salesforce to maintain programmatic records and reports
- Advance language access by developing bi-lingual capacity-building resources, training materials, and online content, with a focus to increase the engagement of Latinx leaders and other non-English speakers
- Cross promote programs to existing organizational partners, identify new partners and collaborate with PfP Communications to conduct outreach.
- Willingness to meet engagement goals including working closely with PfP Operations and make cold calls where necessary.
- Translation and interpretation of materials for events and resources.
- Support Partnerships for Parks special projects, initiatives, and citywide events

## **QUALIFICATIONS**

- Either:
  - Bachelor's degree in nonprofit management, community organizing, organizational development, Human Resources, education, social sciences with at least two years of project management or event planning experience
  - Four years of work experience in the above fields without a degree
- Fluent written and oral communication in Spanish/English required
- Must be detail-oriented and organized
- Experience creating and designing presentations and handouts
- Motivated, resourceful, and creative self-starter who is confident working both individually and as part of a team
- Experience working with diverse communities and developing interpersonal working relationships
- Public speaking and facilitation or teaching experience
- 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

## **WORKING FOR CITY PARKS FOUNDATION**



**City Parks Foundation**  
830 Fifth Avenue, New York, NY 10065  
[www.cityparksfoundation.org](http://www.cityparksfoundation.org)

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 "Bi-lingual Trainings Manager" 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.