

**Position/Title:** Executive Coordinator

**Start Date:** Immediate

Please send resume and cover letter to [executivedrive@CityParksFoundation.org](mailto:executivedrive@CityParksFoundation.org). *Must include "Executive Coordinator" in the subject line.*

### **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. At CPF, we are dedicated to invigorating and transforming parks into dynamic, vibrant centers of urban life through arts, environmental education, sports, and community building programs for all New Yorkers. Our ethos is simple: we believe thriving parks mean thriving communities.

- We produce *SummerStage*, the largest free, outdoor performing arts festival in NYC, presenting world-class artists from across the globe and our own neighborhoods on our mainstage in Central Park and in local parks in all five boroughs, and our Swedish Cottage Marionette Theatre and roving PuppetMobile present marionette puppet theater throughout New York City.
- Partnerships for Parks, a public-private program of City Parks Foundation and NYC Parks, supports and champions a growing network of community leaders who care and advocate for the transformation of our neighborhood parks.
- We connect youngsters to nature in the urban environment through progressive, experiential teaching. Using parks as classrooms, we provide learning experiences and hands-on activities in urban forests, coastal areas, and gardens.
- 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**

The Executive Coordinator reports to the Executive Director and provides administrative support for the senior administrative team including the Executive Director, Chief Financial Officer, Chief Operating Officer, Senior Director of Marketing & Development, and the Director of Partnership Development. Responsibilities include responding to phone and email inquiries, coordinating calendars and scheduling meetings, preparing briefings and other material, serving as liaison to the board of trustees and board committees, maintaining data on organizational activities, and supporting internal communications for the organization. This position requires strong communication and organizational skills, initiative, sound judgement, and discretion.

### **RESPONSIBILITIES**

#### *Administrative Support*

- Manage the Executive Director's daily calendar and long-term schedule and support senior staff with calendaring and scheduling needs as requested.
- Interface with members and donors, Parks Department staff, elected officials and governmental agencies, and other entities interacting with the organization to schedule meetings, prepare material, and provide information.
- Prepare research and presentations and ensure that the Executive Director has all required documents, briefing materials and background information needed for meetings.
- Arrange logistics for and accompany the Executive Director and other senior staff to meetings as needed.

- Take minutes at meetings and share with colleagues as needed.
- Draft correspondence including letters, proposals, and other material.
- Enter meeting and other contact information into Salesforce CRM system and prepare contact reports.
- Attend senior staff meetings.

#### *Communications and Reporting*

- Maintain key organizational statistics including lists of program sites and schedules, attendance, and other data.
- Prepare funding request forms for NYC Council discretionary support and other potential supporters.
- Manage list of supporters to be credited in CPF publications.
- Respond to general inquiries from the public.

#### *Board Relations*

- Schedule all Board and committee meetings and prepare and/or collect presentation and other written material as needed.
- Prepare agendas for upcoming meetings as requested.
- Attend and take minutes at all Board and Executive Committee meetings; maintain attendance records for board and committee meetings.
- Serve as liaison for board members for ticket requests, event RSVPs, program site visits, board correspondence, and other activities.

Perform special projects as required.

#### **QUALIFICATIONS**

- Bachelor's degree required. Some work experience and/or background in non-profits or the arts is preferred but not required.
- Experience working with Google apps and/or Microsoft Office suite required
- Experience working with Salesforce preferred, but not required
- Excellent writing and communication skills
- Ability to work independently and take initiative; must be able to handle multiple projects and deadlines simultaneously
- Strong attention to detail, including calendar management skills
- Ability to maintain discretion and confidentiality
- Willing to work before and after hours as well as weekends when needed
- Willing to arrange vacation time to avoid conflicts with key CPF dates, including Board and Executive Committee meetings
- Ability to communicate effectively and tactfully with public and private individuals and organizations
- Ability to provide outstanding customer service
- Note that candidates must be vaccinated for COVID-19 or have a valid medical exemption.

#### **WORKING FOR CITY PARKS FOUNDATION**

Benefits include excellent healthcare and dental package, vacation, paid holidays, 403(b) Retirement Plan 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:  
[executivedrive@CityParksFoundation.org](mailto:executivedrive@CityParksFoundation.org). Put "Executive Coordinator" in subject header.



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

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