
Position/Title: Operations Assistant

Start Date: February 2022

Salary: Commensurate with experience

Contact: Please send resume and cover letter to
<https://cityparksfoundation.org/arts-employment>

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 Operation Assistant is responsible for a broad range of administrative and clerical duties supporting the Director, Arts Operations and Operations Coordinator with the day-to-day business operations of the Arts Department. The ideal candidate must be goal oriented, proficient, should be well-organized, highly motivated, is comfortable functioning in a hectic production pace environment and be very dependable.

DUTIES AND RESPONSIBILITIES

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- Provide administrative support to Director, Arts Operations including answering phones, scheduling calendar, correspondence, meeting and conference preparations, and research projects.
 - Support Operations Coordinator in overseeing internship program, supervise seasonal office interns and office volunteers.
 - Process accounts payable/receivable invoices.
 - Create and submit payroll bi-monthly reports to HR payroll administrator.
 - Track and monitor credit card expenses for the department.
 - Support the upkeep of concert reports to advance to departmental staff at weekly production meetings.
 - Staff the weekly meetings by sending out agendas and follow up minutes.
 - Provide backup support for online ticketing system.
 - Work on special projects as assigned by the Director.

Office management duties:

- Answer general inquiry calls and emails for department.
- Maintain office guides, production training, and procedural manuals.
- Coordinate weekly departmental meeting and prepare and distribute minutes.
- Order, store and organize all office supplies
- Monitor digital account security and coordinate technical support for department equipment
- Digitize and archive files in Departmental Google Drive
- Maintain digital subscriptions and purchasing accounts for the department
- Serve as the liaison for on-site production staff office needs.
- Perform general office administrative and clerical duties including filing and mailing.
- Other duties as assigned.

PREFERRED SKILL QUALIFICATIONS

- Exceptional customer service skills and a welcoming style of interaction both on the phone and in person
- Self-starter who exhibits initiative, positive energy and a high level of professionalism
- Must be organized and able to meet deadlines with strong attention to detail,
- Ability to multi-task and work in a high energy, fast-paced environment
- Ability to follow direction from others and to perform duties with limited supervision and oversight
- Excellent interpersonal, oral and written communication skills
- Experience in database software and platforms a plus
- Experienced and knowledgeable user of Google applications such as Mail, Calendars, Drive, Sheets and Docs required
- Proficiency in Microsoft Office suite

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- Experience utilizing a ticketing platform a plus.
 - Knowledge of basic accounting methods
 - Valid New York State driver's license helpful but not required.

REQUIREMENTS

- A High School diploma and 4+ years of experience in high level clerical, payroll and bookkeeping functions with oversight of budgets and database functions, or a satisfactory equivalent combination of education and experience is required.

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.

CONTACT

Interested parties should email cover letter, resume, and salary requirements to:
<https://cityparksfoundation.org/arts-employment>. Put "Operations Assistant" in subject in your cover letter.

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