

Position/Title: **Catalyst Community Connector, part-time, seasonal opportunity**

Start Date: **April 1, 2022**

Application Deadline: **March 18, 2022**

Contact: **Send resume and cover letter to ARanaweera@CityParksFoundation.org**
Put "Catalyst Community Connector" in subject header

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. We are dedicated to invigorating and transforming parks into dynamic, vibrant centers of urban life through sports, arts, community development, and education programs for all New Yorkers. Our programs and community building initiatives -- located in more than 400 parks, recreation centers, and public schools across New York City -- reach 300,000 people each year. Our ethos is simple: we believe thriving parks mean thriving communities.

- 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.

Catalyst, a program of Partnerships for Parks (PfP), harnesses the resources of City Parks Foundation, NYC Parks, and local partners to strengthen and center community building around improving high needs parks in historically underserved neighborhoods. Catalyst increases opportunities for community members to contribute to community life via neighborhood parks. We connect engaged community members into networks and groups that become caretakers, advocates, programmers, and leaders for their parks. Catalyst objectives in the upcoming work includes: developing local groups and community networks; deepening the collaboration with NYCHA residents, fostering health and wellness programming in parks, encouraging peer learning and best practice sharing throughout our community of Catalyst and PfP partners

POSITION SUMMARY

***** This is a part-time position. The pay rate is \$20/hour with 20-30 hours of work expected each week through November.**

As the Catalyst Community Connector you will conduct in-field outreach and street canvassing in neighborhood parks and provide day-of event assistance to support the community organizing and efforts of full-time team members .

The work of the Catalyst Community Connector will be city-wide, taking place in and around up to 16 selected parks. Substantial in-person work in parks, community settings, and NYC Parks offices will be required.

The Catalyst Community Connector is expected to work as part of a team and will support the Catalyst Director, Grant Project Manager, and a team of Catalyst Organizers.

AREAS OF RESPONSIBILITY INCLUDE:

- Outreach & Promotion
 - Conduct onsite/neighborhood outreach, flyering, and survey distribution in parks and surrounding neighborhoods to identify community members interested in caring for their park and community
 - Promote Catalyst and park group events in the community surrounding the neighborhood to increase engagement and attendance
 - Serve as a visible, in-community and park presence, acting as an effective liaison between community partners and NYC Parks, CPF and other organizations, mindful of the needs and interests all all parties
 - Facilitate communication and collaboration among interested partners. Cultivate partnerships with active communication and collaboration
 - Connect and leverage local and regional resources to support and amplify community partner efforts
- Event Day Support
 - Provide day-of event support on weekends, evenings, and weekdays including managing sign-ins & attendance, supporting with table and chair set-up, picking up event materials & supplies, and other event logistics
 - Attend community events and other activations to connect community members to Catalyst programs and services
- Community Organizer Support
 - Work closely with Catalyst Organizers to help engage and support community groups and Catalyst efforts
 - Track & report outreach, engagement, and attendance metrics from canvassing, flyering, door knocking, survey distribution, and events
 - Support organizer with tracking Catalyst work in database - maintain individual and organizational records, input outcomes and other important details as determined by the Catalyst Director
 - Support ongoing Partnerships for Parks/City Parks Foundation/NYC Parks initiatives as needed, working collaboratively and effectively as needed. Tasks and assignments will come from all three areas of our organization. Catalyst team members are accountable to and receive direction/assignments from each area of our public/private program

QUALIFICATIONS

- Experienced in outreach, flyering, and / or door knocking
- Available to commute in-person to parks across Brooklyn, Bronx, Staten Island, and Queens (including the Rockaways)
- Demonstrable ability to work with diverse constituencies
- Motivated, resourceful, and creative self-starter with a passion for sustainable community engagement who is confident working both individually and as part of a team
- Effective public speaking and listening skills. People skills are important with this position
- Responsible and detail-oriented
- Understanding and ability to effectively represent and advance NYC government programs and policies. Clarity at all times we are working with and at the behest of NYC Parks and NYC government
- Catalyst is traditionally a place-based, on-the-ground engagement effort and requires:
 - Willingness and ability to consistently engage with stakeholders through in-person and digital engagements, including frequent travel around NYC and regular, on-site work.

- Flexibility to work significant hours during evenings and weekends in addition to regular business hours
- Physical ability to lift up to 40lbs and participate in physical activities required in the job. This includes the ability to provide direct support in leading stewardship, landscaping and beautification projects in parks plus a range of community and park events, including transporting, setup and breakdown of event materials
- Driver's license strongly preferred
- Bi or multilingual strongly preferred

CONTACT

- Interested parties should email **cover letter** and **resume** to: **ARanaweera@CityParksFoundation.org**.
- Put **"Catalyst Community Connector"** 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.