

Position/Title: **Catalyst Organizer (multiple positions available)**

Start Date: **April 1, 2022**

Application Deadline: **March 18, 2022**

Contact: **Send resume and cover letter to TEnoch@CityParksFoundation.org**
Put "Catalyst Organizer" 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, being an effective collaborator with NYC Parks and various local NYC government agencies; encouraging peer learning and best practice sharing throughout our community of Catalyst and PfP partners.

POSITION SUMMARY

As a Catalyst Organizer, you will (1) support the start-up, launch, and/or development of an active community park group in up to 4 community park sites in a particular borough, and (2) support the leadership development of local partners as ongoing, sustainable park and waterfront stewards. Through asset mapping and onsite/neighborhood outreach, events, and other activations, the Organizer will identify stakeholders interested in caring for their park and community. The Organizer will then facilitate communication and collaboration among interested partners, support the leadership development of local partners as programmers and stewards of their parks, and guide the group as they develop into an independent,

sustainable "Friends of" group. Typical project timelines for our work as we support and help groups develop is 18 - 30 months.

The work of each Catalyst Organizer will be concentrated in a particular borough, where substantial in-person work in parks, community settings, and NYC Parks offices will be required.

Catalyst Organizers are expected to work as part of a team and report to the Director of Catalyst.

AREAS OF RESPONSIBILITY INCLUDE:

- Outreach & Facilitation
 - Develop a thorough understanding of assigned Catalyst parks and local issues, demographics and opportunities
 - Conduct onsite/neighborhood outreach to identify stakeholders interested in caring for their park and community
 - Conduct outreach, canvassing, flyering and door knocking in the park and surrounding neighborhood
 - Coordinate and facilitate public & community meetings
 - Facilitate communication and collaboration among interested partners
- Relationship Building
 - Build consistent, effective, and collaborative relationships with key stakeholder groups, starting with these core groups: Community members/partners; Partnerships for Parks team members; and City Parks Foundation and NYC Parks agency staff members.
 - Build community connections to Partnerships for Parks and other hands-on park projects, events, skill building, and engagement opportunities
 - Connect and leverage local and regional resources to support and amplify community partner efforts
 - 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
- Programming & Events
 - Encourage and support community members with planning and execution of stewardship events in the park including It's My Parks clean-ups and plantings
 - Support community members with planning community events like health fairs, mutual aid, yoga classes, and art classes that reflect their vision of thriving activity for the park and neighborhood.
- Leadership Development, Group Development & Coaching
 - Support the leadership development of local partners as ongoing, sustainable park and waterfront stewards
 - Conduct ongoing coaching for partners in alignment with Catalyst goals
- Data & Reporting
 - Track Catalyst work in database - maintain individual and organizational records, input outcomes and other important details as determined by the Catalyst Director and develop internal and external reports as needed
- Program Strategy
 - Participate in work plan development and strategic planning
 - Work closely with Catalyst Director and CPF fundraising team to inform fundraising plans

- and reporting
- o 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

- 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
- Experienced in community organizing, coalition-building, public service/administration, and/or programming - degree in related field helpful and preferred, but not required
- Experienced in outreach, flyering, and / or door knocking
- Experienced in planning community-led events and/or collaborative projects that feature multiple stakeholders and interests
- Experienced with qualitative and quantitative data collection
- Demonstrable ability to work with diverse constituencies
- Strong public speaking, writing, and listening skills
- Comfort and facility with office software and Google apps
- Responsible, detail-oriented, and organized project management skills.
- 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 for using NYC Parks vehicles to support program operations
- Bi or multilingual strongly preferred

WORKING FOR CITY PARKS FOUNDATION

Benefits include excellent healthcare and dental packages, 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** and **resume** to: **TEnoch@CityParksFoundation.org**.
- Put **"Catalyst Organizer"** 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.