

**Position/Title:** Operations Manager, Education

**Start Date:** Once Filled

**Contact:** Send resume and cover letter to [Education@CityParksFoundation.org](mailto:Education@CityParksFoundation.org)

### **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 sports, arts, community development, and education programs for all New Yorkers. Our programs and community building initiatives -- located in more than 350 parks, recreation centers, and public schools across New York City -- reach 425,000 people each year.

- 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 Theatre 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.

Our ethos is simple: *we believe thriving parks reflect thriving communities.*

### **POSITION SUMMARY**

The Operations Manager (OM) for CityParks Learn provides administrative support for the Education Department in areas such as operations, finance, human resources, external communications, data and office management. The hybrid position (currently 2 days in-office, 3 days work-from-home) is essential to the smooth functioning of the department, reporting to and working closely with the Director of Education, providing any and all support needed. The ideal candidate must be discreet, responsive, collaborative and able to reliably handle an array of routine tasks, with the opportunity to initiate and manage various long-term projects.

### **REQUIREMENTS**

#### **Support Services for Director of Education**

- Coordinate scheduling and oversee Director's calendar
- Draft correspondence, reports and presentations on behalf of the Director
- Oversee maintenance of vehicle assigned to Director, secure parking permit and other authorizations

## **Operations**

Provide administrative support in all aspects of daily office and field operations, including but not limited to the following:

- Oversee supplies procurement and allocation; vendor contracting.
- Draft agenda and record minutes for all leadership and department-wide meetings
- Create and/or update protocols and systems to streamline departmental operations, health/safety, data management and other domains. Train and support staff in adhering to protocols.
- Troubleshoot staff use of online resources like Google Apps (Gmail, Calendars and Drive), Paychex, Survey Monkey, Salesforce, Eventbrite
- Work with Parks IT / Telecom to ensure that phones, computers, and printers are working properly
- Work with Parks Fleet division to ensure vehicles are scheduled and delivered for regular maintenance
- Coordinate vehicle usage calendar for the department. Arrange driver evaluation and defensive driving authorization for new staff.
- Arrange transportation and other logistics for student field trips, in conjunction with Learn staff
- Reserve space and secure materials for staff meetings, trainings, workshops, retreats, all-staff service days; coordinate staff recognition awards and events
- Manage lending of technology equipment, ensuring that items have been correctly reserved and returned
- Maintain password and other confidential information for organizational accounts

## **Finance**

- Track department expenses and generate reports, including monthly General Ledger spread
- Work with Finance team to request payments, reimbursements, and petty cash
- Manage borrowing of departmental credit card; reconcile statement monthly
- Contribute to budgeting processes

## **Human Resources**

- Support hiring process by posting job openings on various online platforms; collecting and filing resumes; screening applicants
- Initiate onboarding for new hires (full-time, part-time and interns), working with HR team to manage new hire paperwork, collection of supporting documents, fingerprinting when required
- Communicate with department staff and HR to ensure timely processing of payroll, correcting any missing clock ins/outs to finalize

## **External Communications**

- Ensure information is accurately reflected on CPF website for all Education program areas
- Respond to general inquiries about departmental programming, forward other communications to colleagues
- Work with CPF Executive Assistant to schedule partner site visits and other events
- Maintain open communication with external partners, other CPF divisions, and departmental colleagues

## **Data Collection and Management**

- Manage and analyze data related to program scope, demographics and other metrics
- In consultation with Salesforce Manager, maintain platform with occasional updates and troubleshoot issues

## **QUALIFICATIONS**

- BA/BS degree required; in related field such as business, nonprofit management or human resources preferred
- 3 years of experience in operations, office management, finance &/or human resources

- Superb attention to detail, multi-tasking ability, and impeccable time management skills are essential
- Self-starter with a very positive, can-do attitude and great follow through. Project management experience is desirable.
- Highly effective written and verbal communicator with sense of humor and great problem-solving skills
- Interest in or experience with environmental education a plus
- Driver's license with willingness to travel throughout NYC alone, when required

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

This hybrid position will require 2 days/week working from the department's administrative offices at 1234 Fifth Avenue, across the street from Central Park. Benefits include excellent health care and dental package, a generous vacation allotment including 12 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: [education@cityparksfoundation.org](mailto:education@cityparksfoundation.org). Put title of position 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.