



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 307442

Office Title: Sports Information Coordinator

Civil Service Title: Community Associate **Title Code No:** 56057 **Level:** NA

Salary: \$35,683 - \$59,385

Number of Positions: 1 **Work Location:** Ocean Breeze, Staten Island

Ocean Breeze Park is home to a 2,500-seat athletic complex that boasts a state-of-the-art indoor track and field facility that includes, among other assets, exercise rooms and a food concession. The facility, which opened in November 2015, has become the premier destination for athletic events, drawing competitors from around the United States. Future capital plans include the addition of various sport fields and a cross-country running course.

Major Responsibilities

- Under general supervision of the Park Administrator, with latitude for independent initiative and judgment, manage statistics, records, data and critical information associated with athletic competition at the Ocean Breeze Athletic Complex (OBAC).
- Maintain the facility's website with schedules, statistics and critical information. Manage OBAC's social media platforms.
- Write event previews, recaps and highlights; conduct associated research. Create highlight videos and utilize other multi-media tools that position OBAC as a key player in the larger track and field community and conversation.
- Oversee the design and implementation of a centralized database of event participants and event directors.
- Work with the Agency Communications Division to effectively represent Ocean Breeze Park and Athletic Complex on the NYC Parks website and across NYC Parks' social media platforms. Work hand-in-hand to manage inquiries, promote events and garner event coverage from media outlets.
- Develop and execute marketing initiatives for OBAC with the agency's Director of Marketing, in close coordination with the larger Recreation Division. Work in conjunction with the Development Manager and the Park Administrator to properly manage promotional activity associated with events. Explore promotional components that enhance "game day" experience.

Qualification Requirements

1. High School diploma or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required for all other candidates.

Preferred Skills/Qualifications

1. Bachelor's degree.
2. Social media account management experience.
3. Excellent writing, communication and organizational skills.
4. Knowledge of track & field and other recreation activities
5. Proficiency in computer software including Microsoft Outlook, Word, Excel, Access, Adobe Suite and Daktronics.
6. Background in HTML, website, photography and graphic design.
7. Valid New York State driver license.

How to Apply

Parks Employees:

1) From a Parks computer: Access **Employee Self Service (ESS)** from the Parks Intranet under Applications or use this link: <https://hrb.nycaps.nycnet/>. Once in **ESS**, go to Recruiting then Careers and search for **Job ID# 307442**. Do not access **ESS** using nyc.gov/ess from a Parks computer.

Parks & City Employees:

2) From a Non-Parks computer: Access **Employee Self Service (ESS)** by going to nyc.gov/ess or use this link: <https://a127-ess.nyc.gov/>. Once in **ESS**, go to Recruiting then Careers and search for **Job ID# 307442**.

Include your ERN and **Job ID# 307442** on your cover letter and resume.

All other applicants:

Click here to apply: [Sports Information Coordinator](#) OR

Go to nyc.gov/careers/search and search for **Job ID# 307442**

POST DATE: 09/29/17

POST UNTIL: 10/16/17

NOTE: All resumes must be received no later than the last day of the posting period. References will be required upon request.

nyc.gov/parks

THE CITY OF NEW YORK IS AN EQUAL OPPORTUNITY EMPLOYER
TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115