



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 466489

Office Title: Assistant Director of Partnerships for Parks

Civil Service Title: Community Coordinator **Title Code No:** 56058 **Level:** NA

Salary: \$54,100 - \$83,981

Number of Positions: 1

Work Location: Arsenal, Manhattan

Partnerships for Parks is a joint program of New York City Parks and City Parks Foundation (CPF). Partnerships for Parks (PFP) supports and champions a growing network of leaders caring and advocating for neighborhood parks and green spaces. We equip people, organizations and government with the skills and tools they need to transform these spaces into dynamic community assets.

Partnerships' Volunteer Program promotes involvement in parks and connects interested individuals, businesses, and organizations to volunteer opportunities in NYC Parks. The Volunteer Program promotes and manages volunteer opportunities in parks for individuals, groups, and corporations; recognizes the accomplishments of volunteers through events and other initiatives; and works to expand the number of park volunteers citywide.

Major Responsibilities

- Under general direction, with wide latitude for the exercise of independent initiative and judgement, perform exceptionally difficult and responsible supervisory, analytic or specialized administrative or management work.
- Work closely with PFP, CPF and NYC Parks staff to execute It's My Park and other volunteer engagement activities.
- Lead a team of full time and seasonal staff, providing vision, timelines, goals and expectations.
- Create and oversee program budget and manage expenses and revenue tracking.
- Oversee coordination of citywide volunteer events that mobilize tens of thousands of New Yorkers in hundreds of parks.
- Develop and maintain program processes and procedures.
- Work with and advise other divisions and peer organizations on volunteer engagement.
- Coordinate with CPF to secure and manage corporate sponsorship funds.
- Document and evaluate program success and develop new program initiatives.
- Manage data tracking in CRM system, create reports and presentations on program data.
- Manage program promotion to increase volunteer participation and build new partnerships by use of marketing materials and web event listings.
- Lead and support PFP, CPF and Parks priority programs and initiatives as directed.
- Participate in events and projects on nights and weekends in addition to regular work hours.

Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "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 within 90 days of hire for all other candidates.

Preferred Skills/Qualifications

1. Master's degree.
2. Supervisory experience.
3. Experience with Partnerships for Parks, public-private partnerships and/or in the park management sector.
4. Excellent management, administrative and communication skills.
5. Excellent data analysis and evaluation skills.
6. Fundraising and/or corporate sponsorship experience.
7. Experience creating and executing special events.
8. Knowledge of agency operations and volunteer management.
9. Valid New York State driver license.
10. Available to work evenings and weekends.

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# 466489**. 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# 466489**. Include your ERN and **Job ID# 466489** on your cover letter and resume.

All other applicants:

Go to nyc.gov/careers/search and search for **Job ID# 466489**.

POST DATE: 06/25/2021

POST UNTIL: 07/19/2021

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

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TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115