



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 495142

Office Title: Grants Coordinator for FHNR

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

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

Number of Positions: 1 **Work Location:** Arsenal North, Manhattan

The mission of the Division of Forestry, Horticulture and Natural Resources (FHNR) is to protect, restore, expand and manage New York City's natural spaces and green infrastructure to maximize their benefits and promote their value within and outside of the urban ecosystem. The Natural Resources Group within FHNR manages over 10,000 acres of natural areas across the five boroughs, including forests, grasslands and wetlands, and has secured tens of millions of dollars of grant from state, federal and private sources over the past decades to fund the restoration and management across these ecosystems. Grant funding supports both capital construction programs, as well as staff to implement design and construction projects, outreach and steward, research and monitoring and field crews.

Major Responsibilities

- Under direction of Chief, with latitude for independent initiative and judgment, manage grant awards and associated tasks for the Division of Forestry, Horticulture and Natural Resources.
- Research new grant opportunities, develop proposals with project managers and assist in the submittal of grant applications.
- Coordinate with grantors, internal agency divisions and project managers to execute awarded grant agreements and contract amendments.
- Serve as the division's lead point of contact for the Grants Units of the Expense and Capital Budget Offices.
- Assist project managers in setting up and hiring staff for active grants.
- Track grant project deliverables, finances and generate routine reporting.
- Calculate expenditures, compile documentation and complete reimbursement requests to funders for active and completed grants.

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. Strong interest in the fields of environmental science and ecology.
2. Excellent organizational, writing, administrative and interpersonal skills.
3. High proficiency in Microsoft Word, Excel and Access.
4. Excellent analytical, accounting and math skills
5. Demonstrated ability to problem solve, work independently and work as part of a team.
6. Valid New York State driver license.

Vaccination Requirement: As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

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# 495142** 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# 495142**.

Include your ERN and **Job ID# 495142** on your cover letter and resume.

All other applicants:

Click here to apply: [Grants Coordinator for FHNR](#) OR

Go to nyc.gov/careers/search and search for **Job ID# 495142**.

POST DATE: 10/22/2021

POST UNTIL: 11/19/2021

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