

**City of New York/Parks & Recreation**

**Seasonal Job Vacancy Notice**

**Civil Service Title: Community Coordinator**

**Office Title: Freshkills Park Public Art and Grants Manager**

**Salary: \$45,615 – 58,000**

**Duration: This is a minimum 1-year seasonal position beginning May 2012**

**Work Location: 49-51 Chambers Street**

**POSITION DESCRIPTION**

The Freshkills Park project is working to transform the 2,200-acre Fresh Kills Landfill on the Arthur Kill waterfront of Staten Island into a new public park over the next 30 years. The City of New York has conducted a master planning process for Fresh Kills Landfill that resulted in an illustrative park plan, also known as the Draft Master Plan. While nearly forty-five percent of the site was used for landfill operations, the remainder of the site is composed of wetlands, open waterways, and unfilled lowland areas. New York's new parkland at Fresh Kills will be one of the most ambitious public works projects in the world, combining state of the art ecological restoration techniques with extraordinary settings for recreation, public art, and environmental education programming.

**MAJOR RESPONSIBILITIES**

- Under general supervision, with wide latitude for independent initiative and judgment, perform work in the planning, implementation, coordination and evaluation of public outreach projects that will serve to identify Freshkills Park as the park is being built.
- Develop projects that will capitalize on the unique nature and expanse of the site and may include the implementation of a public art program, developing the site as a "lab" for ecological studies, or establishing on site-defining special events, and/or designing other projects.
- Develop grant proposals to fund projects. Present proposals to funders and manage all necessary records for grants.
- Manage creation of graphic and design standards for Freshkills Park including outreach materials, temporary signage, and public art works.
- Coordinate grant funded activities and arts project activities with other City agencies, arts and environmental organizations, foundations, artists and researchers.
- Make public presentations and engage professional and community partners.

**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.
4. New York City Residency Required

**PREFERRED SKILLS/QUALIFICATIONS**

1. Educational concentration or professional experience in planning, art, architecture or environmental studies
2. Experience in project coordination or management.
3. Experience in grants writing and grants management.
4. Proficiency in Microsoft Office Adobe Illustrator, Photoshop and InDesign.
5. Strong communication, interpersonal and organizational skills.
6. Ability to work independently.
7. Valid New York State driver license.

**To apply, please submit resume and cover letter to Carrie Grassi, 49-51 Chambers St, Rm. 100, New York, NY 10007 or Email: [carrie.grassi@parks.nyc.gov](mailto:carrie.grassi@parks.nyc.gov). Learn more at: [www.nyc.gov/parks](http://www.nyc.gov/parks)**

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