



CITY OF NEW YORK PARKS & RECREATION

## **CITYWIDE JOB VACANCY NOTICE: Job ID No. 467153**

**Office Title:** Outreach Coordinator for Partnerships for Parks

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

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

**Number of Positions:** 2 **Work Location:** TBD

Partnerships for Parks (PfP) is a joint program of NYC Parks and City Parks Foundation (CPF), helping New Yorkers work together to make neighborhood parks thrive. We strengthen our diverse, growing network of dedicated park volunteers and groups by creating opportunities for them to celebrate their parks and accomplishments, access resources, become more effective leaders in their communities and work with government to effect decisions about their parks.

### **Major Responsibilities**

- Under general supervision, with latitude for independent initiative and judgment, establish and maintain contact with individuals and community groups committed to parks in assigned districts.
- Assist in the organizational development of parks groups and community building initiatives.
- Provide advice, technical assistance and resources to parks groups.
- Interact with local institutions and community boards to facilitate communication around community involvement in neighborhood parks.
- Work closely with Parks and CPF to identify goals and set priorities related to community involvement.
- Develop knowledge of Parks and CPF and the ways communities can interact with divisions and programs.
- Provide timely information and reports to Parks, CPF and Partnerships regarding community involvement.
- Update and maintain records of individuals, community groups and organizations on Partnerships' database.
- Support It's My Park, Partnerships Academy, People Make Parks and other priority programs and initiatives of PFP.
- Work closely with other Outreach Coordinators and Storehouse staff to manage supply inventory and distribution related to park volunteer projects.
- In coordination with Partnerships staff and community partners, organize and staff park volunteer projects as needed.

### **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 for all other candidates.

### **Preferred Skills/Qualifications**

1. Bachelor's degree.
2. Interest or background in community organizing, environmental issues, urban planning or city government.
3. Ability to work with diverse constituencies, both internal and external to NYC Parks and CPF.
4. Excellent writing, communication and organizational skills.
5. Ability to work independently and initiate projects.
6. Proficiency in computer software including Microsoft Word and Excel.
7. Ability to work a flexible schedule including evenings and weekends as needed.
8. Multilingual a plus.
9. 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# 467153**. Do not access **ESS** using [nyc.gov/ess](https://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](https://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# 467153**.

Include your ERN and **Job ID# 467153** on your cover letter and resume.

#### **All other applicants:**

Go to [nyc.gov/careers/search](https://nyc.gov/careers/search) and search for **Job ID# 467153**.

**POST DATE: 07/02/2021**

**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](https://nyc.gov/parks)

MOVEMENT IN THE FACE OF CIVIL SERVICE LISTS IS PROHIBITED UNDER CIVIL SERVICE LAW.

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