



NYC Parks

CITY OF NEW YORK PARKS & RECREATION
SEASONAL JOB VACANCY NOTICE

Office Title: Tree Census Coordinator
Civil Service Title: Community Coordinator
Work Location: Olmsted Center, Queens

Duration: 8 months, Expected Start Date June 2026
Salary: \$34.41/per hour. 35 hours per week
Positions: 2

NYC Parks is the steward of over 30,000 acres of land - 14 percent of New York City - including more than 5,000 individual properties ranging from Coney Island Beach and Central Park to community gardens and Greenstreets.

The Environment and Planning division aims to protect, restore, and expand New York City Parks including green spaces and natural areas to maximize their benefits for environmental and community health and resilience. The division is responsible for planning citywide urban forestry, ecological and horticulture initiatives. Our core values are Champion Urban Nature, Apply Science and Embrace Innovation, Be Respectful and Inclusive and Advance an Ecological Legacy.

The Forestry team within the Environment and Planning division is responsible for managing over 800,000 individual trees throughout New York City. The Agency will be continuing its 4th Tree Census in 2026 to count and assess each of these trees. This is both an important and fun endeavor to collect critical data while encouraging New Yorkers to literally and figuratively hug their trees.

Perks - Earn vacation and sick leave every month and receive free membership to our recreation centers.

MAJOR RESPONSIBILITIES

- Under supervision of the Project Development Coordinator of Forestry Programs, with latitude for independent initiative and judgment, coordinate administrative aspects of Trees Count 2025 (continuing in 2026!), including project management, correspondence, strategic planning, and scheduling.
- Supervise and coordinate a team of tree census associates, including but not limited to creating staff schedules, and approving timesheets.
- Support the operations and logistics of Trees Count 2025 related to public and private programming, stakeholder outreach, scope development, data collection and review, and management and training of staff, consultants and volunteers as applicable.
- Engage partner organizations, community groups, and other government entities to broaden our engagement and ensure the successful completion of Trees Count 2025.
- Prepare, update and maintain reports, budgets, trackers and presentations
- Support coordination between other divisions, agency and interagency partners on Trees Count 2025 related projects and initiatives.
- Perform general clerical duties including, but not limited to, scheduling meetings, taking notes, processing correspondence, answering phones, copying, mailing and updating different documents.
- Provide trainings to the public on how to survey trees, including how to use the mobile data collection application and how to identify, measure, and perform a general assessment on trees.
- Assist with organizing, setting up, and breaking down volunteer data collection events.
- Perform desktop and field data quality verification, review, and analysis.

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.

PREFERRED SKILLS/QUALIFICATIONS

1. Experience with Parks Forestry programs and operations, contracts, government relations, intra- and inter-agency coordination and related fields.
2. Fluency in computer software including Microsoft Word, Excel, PowerPoint, and Parks' Forestry Management System (ForMS).
3. Able to work a flexible schedule, including nights and weekends.
4. Education in Environmental Science or a related field.

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.

Fees: Hired candidates will be subject to a processing fee of \$68.00. Hired candidates who are not currently employed by the City will be subject to a \$104.50 background check fee.

How to Apply: Email resume and cover letter to **Kasha Pazdar** at kasha.pazdar@parks.nyc.gov Please indicate which position you are applying for.

Parks & City Employees: Include your ERN on your cover letter and resume.

If you have any questions regarding this vacancy or require a reasonable accommodation during the application process, please email Kasha Pazdar.

POST DATE: 04/07/2026

POST UNTIL: FILLED

References will be required upon request. We appreciate the interest of all applicants. Only candidates selected for an interview will be contacted.

nyc.gov/parks

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

For information about applying for Civil Service Exams go to: [Civil Service Exams - Department of Citywide Administrative Services \(nyc.gov\)](http://Civil Service Exams - Department of Citywide Administrative Services (nyc.gov))