

2017 NYC SUMMER INTERNSHIP PROGRAM

PARKS & RECREATION-021

Contact: Leslie Nusblatt
Phone: (212) 360-8212
Fax: (212) 360-8263
Email: Leslie.Nusblatt@parks.nyc.gov

AGENCY DESCRIPTION

The New York City Department of Parks and Recreation manages 14 percent of the land in New York City. These assets range from playgrounds and large parks, to tranquil wooded areas and more than 14 miles of beaches. Parks serve as New Yorkers' backyards, as vital meeting areas for outdoor play and recreation – but also as critical engines for economic growth and development.

NYC Parks' mission is to plan resilient and sustainable parks, public spaces, and recreational amenities, build a park system for present and future generations, and care for parks and public spaces to benefit New Yorkers across the five boroughs.

Through an effort to improve the quality, accessibility, efficiency and sustainability of our city parks, the Mayor's office has funded a number of equity initiatives including:

Community Parks Initiative

NYC Parks' Community Parks Initiative, at the center of the Mayor's plan, is completely redesigning and reconstructing nearly 60 parks in neighborhoods across the city with the greatest needs—35 of which are in construction.

Parks Without Borders

NYC Parks is also leading in innovative park design with Parks Without Borders, a new design approach that focuses on improving park entrances, edges, and spaces adjacent to parks. By extending parks into communities, Parks Without Borders will improve public realm.

Anchor Parks

Under Anchor Parks, the city selected eight parks that have historically received underinvestment, high surrounding population, and potential for park development. The Anchor Parks program is part of NYC Parks Commissioner Mitchell Silver's Framework for an Equitable Future, a commitment to create thriving public spaces for all New Yorkers.

The work of the agency goes far beyond the maintenance of New York City's nearly 30,000 acres. Parks is the City's leading programmer of cultural, athletic and social activities, including nature walks, concerts, learn-to-swim classes, sports clinics, historic house tours, and much more. Each year Parks hosts annual events such as WinterJam, Adventures NYC, and the Fall Field Day. In addition, Parks produces many special events, concerts and movie premieres, as well as providing free rental equipment for skating, baseball, and miniature golf.

The NYC Parks Commissioner is appointed by the Mayor to oversee and direct the work of the agency. The Commissioner appoints Deputy Commissioners, Borough Commissioners, and Assistant Commissioners who are responsible for managing the agency's divisions. These senior officials supervise the work of thousands of Parks employees. They work with elected officials to complete capital improvements for parks, playgrounds, and recreation centers. They work with the private sector to sponsor free public events. They get the community involved in Parks through volunteer initiatives and educational and athletic programming in recreation and nature centers. They prepare Parks' budget and monitor the work of Parks' ice-skating rinks, golf courses and other concessions.

UNIT DESCRIPTION

The Bronx River Alliance's Development Department is responsible for raising funds to support our programs through a combination of grant writing for foundations, government agencies and corporations, soliciting individual donations and managing an annual fundraising gala event.

POSITION TITLE

Bronx River Development Intern

INTERNSHIP RESPONSIBILITIES

We are looking for a dynamic, self-starter interested in learning about nonprofit fundraising to assist in the preparation for our Amazing Bronx River Flotilla and our annual An Upstream Soiree gala, and updating information on our donor database. The intern will join the fundraising team in preparing for our fundraising events throughout the year. Primary duties include keeping track of donations from individuals and corporate sponsors, updating information on our donor database, writing letters, identifying and securing items for giveaways and silent auction, contacting corporate

sponsors and auction donors. In addition, there will be opportunities to learn about individual and corporate giving, event organizing and the overall workings of fundraising in a small development office. The intern may also help with communications tasks as needed.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

We are looking for someone interested in learning about fundraising for a nonprofit organization who has experience with basic computer skills including internet research, word and excel; has strong verbal communication skills with the ability and enthusiasm to promote our fundraising events through phone outreach and follow-up to emails and letters; good writing skills; keep accurate records; ability to handle multiple tasks and keep track of details; strong computer skills with familiarity with database functioning with the willingness to learn our donor database; familiarity with nonprofit fundraising a plus but not required.

ADDITIONAL INFORMATION

Time commitment 14 to 21 hours per week.

APPLICATION PROCESS

Please email cover letter and resume to Leslie.Nusblatt@parks.nyc.gov

SALARY RANGE

Unpaid