

# 2018 NYC INTERNSHIP PROGRAM

## PARKS & RECREATION-001

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### 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 by increasing investment in underserved neighborhoods and expanding parkland: NYC Parks' **Community Parks Initiative**, at the center of the Mayor's plan, is completely redesigning and reconstructing dozens of parks in neighborhoods across the city with the greatest needs—35 of which are nearing the construction phase.

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 New Yorkers' access to quality parks.

Ongoing work to care for our parks has:

- Reconnected the City's two most northern boroughs, Manhattan and The Bronx, when NYC Parks' historic High Bridge was reopened.
- Re-energized Flushing Meadow Corona Park in Queens, one of New York's largest parks, drawing visitors from around the globe.
- Reinforced our commitment to growing greenspaces by meeting our goal to plant 1,000,000 trees.

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 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 Historic House Trust (HHT) is a non-profit organization operating in tandem with NYC Parks to provide essential support for houses of architectural and cultural significance spanning 350 years of New York City life. These treasures reside within city parks and are open to the public. Please visit [www.historichousetrust.org](http://www.historichousetrust.org) for more information.

### POSITION TITLE

Historic House Trust Development Intern

### INTERNSHIP RESPONSIBILITIES

The Development Intern will assist the Development Manager and the Marketing & Communications Coordinator with the following:

- Assisting with membership drive and year end appeal
- Advance planning for the 2019 Founders Award Dinner, HHT's major annual fundraising event
- Planning a lecture series that will celebrate the organization's 30th anniversary in 2019
- Planning special events for members and major donors
- Social media and marketing for events
- Researching grant opportunities and assisting with proposal preparation and submittals
- Donor database input and analysis of donor history

- Donor prospect identification

### **QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY**

- Current college student or recent graduate
- Interest in exploring the non-profit world of fundraising, event planning, and donor cultivation and stewardship
- Interest in historic preservation or related fields is preferred
- Knowledge of Microsoft Office, Adobe Suite, and Raiser's Edge is preferred but not required
- Strong research and writing skills, attention to detail, and a positive attitude

### **APPLICATION PROCESS**

Please email cover letter and resume to [Leslie.Nusblatt@parks.nyc.gov](mailto:Leslie.Nusblatt@parks.nyc.gov)

### **SALARY RANGE**

Unpaid