

**Position/Title:** Coordinator, Technical Assistance Program, Partnerships for Parks

**Employment Period:** March 10, 2017

**Application Deadline:** February 21, 2017

**Contact:** Please send resume and cover letter to [LWorrell@cityparksfoundation.org](mailto:LWorrell@cityparksfoundation.org)  
Also include curriculum or video samples of workshop facilitation if available.

### **POSITION SUMMARY**

City Parks Foundation is seeking a Technical Assistance Coordinator for Leadership and Group Development. The Technical Assistance Coordinator will be a part of Partnerships for Parks (PfP) program, and will report to the Manager for Leadership and Group Development.

PfP builds the capacity of parks stewards by acting as expert consultants to help individuals and groups improve neighborhood parks. We do this by offering training, workshops, coaching, grants, publication and website design services, community planning and visioning assistance, and through the development, testing, and sharing of best practices to support public involvement in parks and green space.

### **DESCRIPTION**

Under supervision from the TA Manager, with latitude for independent initiative and judgment, the Technical Assistance Coordinator will support the Technical Assistance Manager to create and implement capacity building programs and resources. Work will be prioritized by the Manager and the Director of Technical Assistance. Responsibilities will include:

- Overseeing and coordinating with staff on workshop logistics, including catering, booking venues
- Maintaining an inventory of workshop supplies
- Promoting programs to existing partners, identifying new partners, and assisting with developing outreach materials
- Maintaining workshop records in Salesforce database
- Supporting workshop development by researching speakers; and creating presentations, handouts, and interactive activities based on learning parameters
- Facilitating interactive workshops
- Assisting with program evaluation and improvements
- Coordinating additional staff support for workshops where needed
- Supporting Partnerships for Parks special projects, initiatives, and citywide events

### **QUALIFICATIONS**

- Bachelor's degree, preferably in non profit/public management, community organizing, organizational development, Human Resources, education, social sciences, or a related field

- Must be detail-oriented and organized, with at least two years of project management experience
- Marketing and promotional experience, including a willingness to make cold calls and meet engagement quotas
- Experience teaching or facilitating workshops or trainings, preferably leading programs to support grassroots organizations
- Motivated, resourceful, and creative self-starter with a passion for sustainable community development who is confident working both individually and as part of a team
- Experience working with diverse communities; demonstrated ability to work effectively with many types of people including community volunteers, agency representatives, elected officials, and funders
- Excellent written and oral communication, interpersonal, research, and problem solving-skills
- Comfort and facility with Google applications, Microsoft Office Suite
- Experience with qualitative and quantitative data collection and analysis
- Willingness to work a flexible schedule, including some nights and weekends
- Bilingual in English/Spanish is a plus
- Ability to travel across the city to support community projects and events as needed
- Familiarity with New York City

#### **ABOUT CITY PARKS FOUNDATION**

City Parks Foundation (CPF) is the only independent, nonprofit organization whose mission is to offer programs in public parks throughout the five boroughs of New York City. We are dedicated to invigorating and transforming parks into dynamic, vibrant centers of urban life through sports, arts, community building, and education programs for all New Yorkers. Our programs and community building initiatives – located in more than 350 parks, recreation centers, and public schools across the city – reach 425,000 people each year.

- We present the largest free, outdoor performing arts festival in NYC through SummerStage presenting artists of the highest quality across multiple disciplines and genres, and marionette puppet theater in all five boroughs with our Swedish Cottage Marionette Theater and the roving PuppetMobile.
- Partnerships for Parks, a public-private program of City Parks Foundation and NYC Parks, supports and champions a growing network of leaders who care and advocate for the transformation of their neighborhood parks.
- We connect youngsters to nature in the urban environment with education programs that provide learning experiences through classroom and hands-on activities in parks, urban forests, coastal areas, gardens, and recreation centers.
- Free golf, tennis, track & field, soccer, and fitness programs bring high-quality instruction and equipment into areas where few organized athletic opportunities exist. We offer leveled training, year-round scholarship coaching, and special pro events.

Thank you for your interest in City Parks Foundation, an equal opportunity employer. City Parks Foundation is a collegial, mission-focused organization that values its employees and encourages professional growth and advancement. This is a full time, salaried position, with benefits. Benefits include excellent health care and dental package, vacation, paid holidays, 403(b) Retirement Plan, Transit Check program, life insurance, and flexible spending plan. Only potential candidates will be contacted. No calls, please.



**City Parks Foundation**  
830 Fifth Avenue, New York, NY 10065  
[www.CityParksFoundation](http://www.CityParksFoundation)

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