

Position/Title:	Community Visioning Intern, Technical Assistance Program, Partnerships for Parks
Employment Period:	Immediate - June 2017; Part-time position, 15-20 hours / week. Occasional evening and weekend work.
Salary:	Hourly wage
Application Deadline:	February 3, 2017
Contact:	Please send resume and cover letter to PMP@cityparksfoundation.org

POSITION SUMMARY

Partnerships for Parks is a joint program of the City Parks Foundation and the New York City Department of Parks & Recreation that supports and champions a growing network of leaders caring and advocating for neighborhood parks and green spaces. We equip people, organizations and government with the skills and tools they need to transform these spaces into dynamic community assets. The People Make Parks program within Partnerships for Parks gives New Yorkers the tools they need to engage their local communities in planning for the future of their park. The program focuses on training community groups to gather & share public input with NYC Parks so these ideas can inform park design and programming.

DESCRIPTION

The intern will assist the People Make Parks program staff with general office duties and projects including:

- Assist in the coordination of a training program for friends of park groups
- Photograph and document community input-gathering events & activities
- Assist in gathering and analyzing community input & project information
- Assist in writing case studies of community-led park visioning projects
- Assist in the promotion of the People Make Parks Program & its resources through social media and at community events
- Assist in the maintaining online tools and information at peoplemakeparks.org
- Manage an inventory of supplies

QUALIFICATIONS

- Experience and/or completed courses in community organizing, community planning, public administration, participatory design, social sciences, adult learning, education or other related field
- Excellent customer service, written and verbal skills
- Ability to work collaboratively with a team, as well as independently on projects
- Ability to be proactive, resourceful and work independently
- Proficient in MS Word and Excel
- Proficient in social media, website updates, preferably proficient in WordPress
- Familiarity with Google Apps
- Familiarity with NYC

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. Only potential candidates will be contacted. No calls, please.