



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 686850

Office Title: Project Development Coordinator for Communications

Civil Service Title: Community Coordinator **Title Code No:** 56058

Level: NA

Salary: \$60,889 - \$94,521

Number of Positions: 1 **Work Location:** Arsenal, Manhattan

NYC Parks is a design award-winning City agency that builds and cares for public green spaces for New Yorkers to connect, play and enjoy. NYC Parks manages more than 30,000 acres or 14% of the city's land, with more than 5,000 individual properties. Our diverse set of assets includes recreational facilities, nature centers, historic buildings and structures, golf courses, athletic fields, playgrounds, tennis courts, public pools, performing art spaces, retaining walls and nearly 14 miles of beaches.

NYC Parks' Communications division encompasses four departments: Media Relations (the Press Office), Strategic Content, Digital Media and the Photo Unit. The cooperative, multi-disciplinary division oversees the dissemination of information to the media and the public on behalf of the Agency, and it committed to advancing Parks' mission and vision and driving positive awareness.

Major Responsibilities

- Under the direction of the Assistant Commissioner for Communications, support press operations by liaising with internal and external stakeholders.
- Provide administrative support such as generating reports, tracking media hits and updating the Press Office calendar.
- Under direction, draft quotes, press releases and other written communications materials.
- Coordinate events including requests, logistics, scheduling and preparation for film shoots.
- Conduct research to support communications strategies and identify opportunities for outreach and engagement.
- Coordinate photography and film shoots within the Agency.
- Draft and schedule Internal Communications content to ensure consistent messaging across the Agency.

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.

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.

Preferred Skills/Qualifications

1. Education or experience in communications, external affairs, journalism, public affairs or a related field.
2. Excellent writing, communication, organizational and administrative skills.
3. Proficiency in Microsoft Word, Excel, PowerPoint and Access.
4. Ability to work a flexible schedule including evenings and weekends.

How to Apply

All Applicants

Click Here to Apply: [Project Development Coordinator for Communications](#) OR

Go to cityjobs.nyc.gov and search for Job ID# 686850.

All applicants must apply via cityjobs.nyc.gov. The City is no longer using ESS to accept applications.

***Current City Employees please include your ERN and Job ID# 686850 on your cover letter and resume.**

POST DATE: 11/01/2024

POST UNTIL: 11/26/2024

NOTE: All resumes must be received no later than the last day of the posting period. References will be required upon request.

nyc.gov/parks

MOVEMENT IN THE FACE OF CIVIL SERVICE LISTS IS PROHIBITED UNDER CIVIL SERVICE LAW.

THE CITY OF NEW YORK IS AN INCLUSIVE EQUAL OPPORTUNITY EMPLOYER COMMITTED TO RECRUITING AND RETAINING A DIVERSE WORKFORCE AND PROVIDING A WORK ENVIRONMENT THAT IS FREE FROM DISCRIMINATION AND HARASSMENT BASED UPON ANY LEGALLY PROTECTED STATUS OR PROTECTED CHARACTERISTIC, INCLUDING BUT NOT LIMITED TO AN INDIVIDUAL'S SEX, RACE, COLOR, ETHNICITY, NATIONAL ORIGIN, AGE, RELIGION, DISABILITY, SEXUAL ORIENTATION, VETERAN STATUS, GENDER IDENTITY, OR PREGNANCY.

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 \(nyc.gov\)](#)