



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 688463

Office Title: Project Development Coordinator for Legal

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 the steward of over 30,000 acres of land – 14 percent of New York City – including more than 5,000 individual properties ranging from Coney Island Beach and Central Park to community gardens. We operate more than 800 athletic fields and nearly 1,000 playgrounds, 1,800 basketball courts, 550 tennis courts, 65 public pools, 51 recreational facilities, 15 nature centers, 14 golf courses and 14 miles of beaches. The Office of the General Counsel at NYC Parks is offering an exciting opportunity for a detail-oriented, organized individual to manage special projects. The successful candidate will be stationed at the Arsenal, NYC Parks' Administrative Headquarters located in Central Park.

Major Responsibilities

- Under general direction, working as a Project Development Coordinator, with latitude for independent initiative and judgment, handle special projects for the General Counsel's Office.
- Manage a portfolio of evidence preservation/litigation hold requests received by the General Counsel's Office.
- Serve as liaison between General Counsel's Office and Parks' Strategic Partnerships unit to develop a road map of the various types of Parks legal/license agreements.
- Work with the General Counsel's Office and Strategic Partnerships to develop a dashboard for review process for each license agreement type and simplify the contract process for partner organizations.
- Assist with tree damage restitution matters and claims.
- Process Freedom of Information Law (FOIL) requests.
- Work with General Counsel's Chief of Staff to track the status of attorney assignments.
- Prepare status reports, briefing memoranda and other related documents for the General Counsel, Deputy General Counsel and General Counsel's Chief of Staff.

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. Bachelor's degree.
2. Proficient in Microsoft Word, Excel and PowerPoint.
3. Excellent communication and organizational skills.
4. Strong customer service skills, attention to detail and ability to multitask.
5. Ability to handle confidential matters.
6. Strong computer and database skills.
7. Law office experience a plus.

How to Apply

All Applicants

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

Go to cityjobs.nyc.gov **and search for Job ID# 688463.**

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# 688463 on your cover letter and resume.**

POST DATE: 11/15/2024

POST UNTIL: 12/16/2024

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

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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 \(nyc.gov\)](#)