



NYC Parks

CITY OF NEW YORK PARKS & RECREATION  
**SEASONAL JOB VACANCY NOTICE**

**Office Title:** Vital Parks Network Coordinator  
**Civil Service Title:** Community Coordinator  
**Work Location:** Arsenal, Manhattan

**Duration:** 43 weeks  
**Salary:** \$33.33 - \$38.33 per hour/35 hours per week  
**Positions:** 1

NYC Parks is the steward of nearly 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 and Greenstreets. We operate more than 800 athletic fields and nearly 1,000 playgrounds, 1,800 basketball courts, 550 tennis courts, 67 public pools, 51 recreational facilities, 15 nature centers, 14 golf courses and 14 miles of beaches. We care for 1,200 monuments and 23 historic house museums.

Given the invaluable work of park partner groups, alliances and conservancies, NYC Parks (Parks) and City Parks Foundation (CPF) have launched a Citywide Parks Network (CPN) to grow resources and capacity for the partner groups across all levels of the spectrum, CPN is comprised of Parks, CPF, Partnership for Parks (PfP) and Parks and Open Space Partners Coalition. Among the goals of the CPN are to:

- Create a network linking partner groups at all levels to share data, learnings and best practices.
- Streamline city processes, including permits and agreements, making it easier for groups at all levels to partner with the City.
- Make it easier for funders to connect and support park partners through a "One-Stop" website.
- Develop a toolkit to help new partner groups succeed.
- Grow new stewardship partners and resources, targeting underserved areas.

### Major Responsibilities

Based in Parks' General Counsel's Office and with oversight by the Chief Strategy Officer (CSO), the Coordinator will play a key role as a member of the internal CPN Working Group and will help with the implementation of the following:

- Build out of Road Map on types of legal/license agreements with Parks from grassroots to conservancies.
- Develop an outline of the license agreement process, required reviews and associated timeframes.
- Collaborate with the Design Trust for Public Space on the City's overall event permitting process.

### 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. College degree.
2. Excellent organizational and communication skills, both oral and written.
3. Strong interpersonal skills and ability to effectively coordinate input from a diverse range of internal and external stakeholders.
4. Proficiency in Microsoft Office, PowerPoint, Adobe and Canva.
5. Discretion and judgment in handling sensitive information.

**Fees:** Hired candidates will be subject to a processing fee of \$85.00. Hired candidates who are not currently employed by the City will be subject to a \$102.25 background check fee.

Perks - Employees who work for 6 months or longer are eligible for healthcare benefits. All seasonal employees earn sick and annual leave. All employees receive free membership to our recreation centers.

### How to Apply

#### All Applicants

Click Here to Apply: [Vital Parks Network Coordinator](#) OR

Go to [cityjobs.nyc.gov](http://cityjobs.nyc.gov) and search for Job ID# 687719.

**All applicants must apply via [cityjobs.nyc.gov](http://cityjobs.nyc.gov). The City is no longer using ESS to accept applications.**

**\*Current City Employees please include your ERN and Job ID# 687719 on your cover letter and resume.**

**POST DATE: 11/08/2024**

**POST UNTIL: 11/25/2024**

We appreciate the interest of all applicants; only candidates selected for an interview will be contacted.

[nyc.gov/parks](http://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 \(nyc.gov\)](#)