



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 657167

Office Title: Natural Resources Training Coordinator

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

Salary: \$60,889 – \$94,521

Number of Positions: 4 **Work Location:** TBD

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 and Greenstreets. We look after 600,000 street trees, and two million more in parks.

The Division of Environment and Planning aims to protect, restore, and expand New York City's green spaces and natural areas to maximize their benefits for environmental and community health and resilience. The Natural Resources Group within Environment and Planning manages over 10,000 acres of natural areas across the five boroughs, including forests, grasslands, and wetlands, and has secured tens of millions of dollars of grant from state, federal and private sources over the past decades to fund the restoration and management across these ecosystems.

Major Responsibilities

- Under the direction of senior staff in the Natural Resources Group, with wide latitude for independent judgment and decision making, coordinate one of four tracks of the Natural Resources Training program, a grant-funded program with multiple tiers of paid employment focused on improving the health of forested natural areas in NYC Parks. The four tracks are: community engagement and stewardship, native plant production, natural resources management and natural areas monitoring.
- Oversee placement of interns, apprentices, and early-career staff in natural areas management work across the Natural Resources Group. Ensure that program participants gain experience in restoration work while also advancing program goals broadly.
- Work with the program's Senior Training Coordinator and coordinators from other programs to develop, track, and report on program metrics, including trainee recruitment and impact. Utilize existing tools and databases to manage information, prepare presentations and reports as needed and ensure clear communication across teams and program participants.
- Participate in various initiatives at the Natural Resources Group including, but not limited to – community engagement and stewardship, native plant production, and natural areas management and monitoring to care for natural resources. Support the planning and coordination of a wide range of activities across natural areas parkland in all five boroughs.
- Develop and support recognition and feedback opportunities for interns, apprentices, and early-career staff. Facilitate access to technical resources, vehicles, equipment and training opportunities.
- Supervise staff, interns, and volunteers as needed, instructing them in safe and effective horticultural and restoration techniques, the proper use and care of equipment and materials, and proper data collection, entry and management.
- Work with internal and external partners to advance effective and efficient implementation of the Natural Resources Apprenticeship program. Collaborate with Department of Youth and Community Development, City University of New York, the Natural Areas Conservancy and other divisions of NYC Parks to set and advance shared goals for the program.

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. Experience working with volunteers, students, interns, or trainees.
2. Knowledge of native and invasive plants and local ecology.
3. Strong writing, public speaking/presentation, and problem-solving skills.
4. Excellent organizational and management skills, including previous supervisory experience.
5. Familiarity and experience working with NYC environmental/green community-based organizations.
6. Experience in Excel, volunteer tracking systems, and deep relationship/network building.
7. Valid NYS driver's license.

How to Apply

All Applicants

Click here to apply: [Natural Resources Training Coordinator](#) OR

Go to cityjobs.nyc.gov and search for Job ID# 657167.

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# 657167 on your cover letter and resume.**

POST DATE: 09/27/2024

POST UNTIL: 10/21/2024

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 \(nyc.gov\)](http://Civil Service Exams - Department of Citywide Administrative Services (nyc.gov))