



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 679440

Office Title: Operations Coordinator for Natural Resources Training Program

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

Salary: \$60,889 – \$94,521

Number of Positions: 1 **Work Location:** NYC Urban Field Station, Queens

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 the Senior Natural Resources Training Coordinator, provide operations and administrative support for 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.
- Coordinate purchasing and receiving of supplies and equipment for stewardship, ecological restoration, monitoring, and plant production work, including budget tracking and interaction with vendors and other divisions of NYC Parks.
- Provide broad support for interns, apprentices, and early-career staff by liaising with other divisions of NYC Parks, including but not limited to citywide services and borough shops for service calls, IT, Benefits, Timekeeping, Purchasing, Workforce Development and Health & Safety.
- Coordinate communal resources including meeting space, fleet resources and technical equipment.
- Coordinate mandatory and other professional development trainings, payroll and timekeeping and benefits for a wide range of technical staff participating in the NRG Apprenticeship program.
- Assist in scheduling interviews, meetings and conference calls for managers.
- Prepare maps, figures, and final reports to submit to senior staff and collaborators. Ensure that files are organized and transparent and available for staff.
- Oversee entry level staff or crews in administrative work or facilities support as needed.
- Proactively initiate solutions to a wide range of issues, using relationships and creativity to address the needs of seasonal staff operations.
- Develop and support recognition and multiple feedback opportunities (e.g., pre- and post-training surveys, exit interviews) for interns, apprentices, and early-career staff. Facilitate access to technical resources, vehicles, equipment and training opportunities.

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. Deep familiarity and experience working with New York City environmental / green community-based organizations, as well as understanding of NYC natural area restoration needs and objectives.
4. Strong writing, public speaking/presentation and problem-solving skills.
5. Full understanding of NYC ecosystems, including its flora and fauna and current restoration science.
6. Experience in Excel, volunteer tracking systems, GIS, management, deep relationship/network building.
7. Excellent organizational and management skills, including previous supervisory experience including training and oversight in technical skills.
8. Valid NYS driver's license.

How to Apply

All Applicants

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

Go to cityjobs.nyc.gov and search for Job ID# 679440.

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# 679440 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))