



NYC Parks

CITY OF NEW YORK PARKS & RECREATION SEASONAL JOB VACANCY NOTICE

Office Title: Seasonal Citywide Special Events Coordinator **Duration:** June 1, 2025 to September 30, 2025
Civil Service Title: Community Coordinator **Salary:** \$33.33 per hour/35 hours per week
Work Location: Arsenal, Manhattan **Positions:** 2

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.

The Citywide Special Events Team oversees permitting of all special events of 500 people or more taking place on NYC Parks land. This includes a high volume of large-scale events throughout the summer, including concerts, cultural festivals, charity walks and races, and more. NYC Parks works with event producers to protect park resources and safeguard public park access for all New Yorkers while hosting vibrant events that bring new audiences to enjoy our parks and our city.

Perks - Earn vacation and sick leave every month and receive free membership to our recreation centers.

Major Responsibilities

- Under the direction of the Director and Deputy Director of Citywide Special Events, support the processing of over 1000 permits annually for large-scale events taking place on Parks land.
- Assist in guiding applicants through City requirements to make the permitting process more accessible and inclusive for community members and organizations seeking to bring events to our City's parks.
- Join site visits and help to collect supporting documentation including site maps, production schedules, insurance, and contracts.
- Staff a range of special events at Central Park and other park sites throughout the five boroughs to ensure compliance and enforcement of all Parks and City policies and procedures.
- Support the administrative work of the division including scanning and logging documents, completing certified mailings, and working extensively in Excel to input event data.
- Assist in coordinating scheduling and updating calendars to ensure all events are on track.
- Provide excellent customer service to permit applicants and partners by phone, email and in person.

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. Excellent writing, communication and organizational skills.
3. Ability to work independently and initiate projects.
4. Proficiency in computer software including Outlook, Microsoft Teams and Microsoft Office.
5. Availability to work evenings and weekends as needed.
6. Valid New York State driver license.

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 \$101.25 background check fee.

HOW TO APPLY

All Applicants

Click Here: [Seasonal Citywide Special Events Coordinator](#) OR

Go to cityjobs.nyc.gov and search for Job ID# 709792

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# 709792 on your resume.**

POST DATE: 04/04/2025

POST UNTIL: 04/18/2025

References will be required upon request. We appreciate the interest of all applicants. Only candidates selected for an interview will be contacted.

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 \(nyc.gov\)](#)