



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 709434

Office Title: Project Development Coordinator for Grants

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 an award-winning City agency that builds and cares for public spaces for New Yorkers to connect, play and enjoy. NYC Parks manages more than 30,000 acres or 14% of the city's land, encompassing more than 5,000 individual properties. Our diverse set of assets includes recreation and nature centers, historic buildings and structures, athletic fields, playgrounds, sports courts, public pools, performing arts spaces, retaining walls, piers, boardwalks, and nearly 14 miles of beaches.

Major Responsibilities

- Under general supervision, with latitude for independent initiative and judgment, perform responsible work for the Grants Unit in the Budget division.
- Serve as a liaison to other divisions and outside agencies and organizations.
- Prepare progress reports, expense projections and analyses of federal, state and private grants awarded to the Agency.
- Track personal service and Other Than Personal Service (OTPS) expenses through various citywide accounting systems for multiple projects.
- Read and interpret terms and conditions of state, federal and private contracts.
- Draft memorandums to Agency personnel, external oversight agencies and grantors.
- Maintain organized and accessible files.

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 organizational, writing, administrative and interpersonal skills.
3. Proficiency with Microsoft Word, Excel and PowerPoint.

How to Apply

All Applicants

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

Go to cityjobs.nyc.gov **and search for Job ID# 709434.**

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# 709434 on your cover letter and resume.**

POST DATE: 04/04/2025

POST UNTIL: 04/18/2025

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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For information about applying for Civil Service Exams go to: [Civil Service Exams - Department of Citywide Administrative Services \(nyc.gov\)](#)