



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 709124

Office Title: Project Development Coordinator for Brooklyn Capital Projects

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

Salary: \$60,889 - \$94,521

Number of Positions: 1

Work Location: Litchfield Villa, Brooklyn

NYC Parks is a design 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 recreational facilities, nature centers, historic buildings and structures, golf courses, athletic fields, playgrounds, tennis courts, public pools, performing arts spaces, retaining walls and nearly 14 miles of beaches.

Major Responsibilities

- Under general direction, with wide latitude for independent initiative and judgment, work in conjunction with the Deputy Chief of Staff and Director of Capital Projects to collaborate with operations, outreach, and capital projects staff to execute a variety of tasks.
- Initiate, coordinate, and prepare meetings and conferences with Parks' staff, agency heads and community organizations.
- Visit sites and document current conditions. Take appropriate measurements necessary for cost estimates and other assignments.
- Assist with special events and special projects.
- Monitor construction progress and track projects to ensure deadlines are met.
- Track and oversee expense funding from elected official offices.
- Coordinate interagency projects, site visits, and speak on behalf of Parks.
- Prepare materials for elected officials as needed.
- Communicate clearly and tactfully with both internal and external stakeholders at all levels.

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. Ability to work with diverse constituencies.
2. Excellent written and oral communication, interpersonal and organizational skills.
3. Ability to work independently and initiate projects.
4. Proficiency in computer software including Microsoft Office Suite, especially Word, Excel and PowerPoint.

How to Apply

All Applicants

Click Here to Apply: [Project Development Coordinator for Brooklyn Capital Projects](#) OR

Go to cityjobs.nyc.gov **and search for Job ID# 709124.**

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# 709124 on your cover letter and resume.**

POST DATE: 03/28/2025

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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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 \(nyc.gov\)](#)