

2025 NYC SUMMER INTERNSHIP PROGRAM

PARKS & RECREATION-057

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AGENCY DESCRIPTION

The New York City Department of Parks & Recreation manages 14 percent of the land in New York City with facilities ranging from playgrounds and large parks, to tranquil wooded areas and more than 14 miles of beaches. Parks serve as New Yorkers' backyards, as vital meeting areas for outdoor play and recreation – but also as an important tool in mitigating the effects of climate change, critical engines for economic growth and development.

NYC Parks' mission is to grow, maintain, and program a world-class park system prioritizing equity, access, safety, and nature.

Highlights of Parks' work over the last year include:

- Launching the Vital Parks for All plan, an initial investment of over \$3.2 billion across ten strategic initiatives to expand greenspace access, promote public safety, and engage New Yorkers in the stewardship of their local parks. Vital Parks for All delivers a plan to restore aging park facilities, bring new park resources where they are needed most, and empower New Yorkers with the data they need to advocate for their public greenspaces. This included the creation of the Vital Parks Explorer, a digital map that provides New Yorkers with data on park conditions to help them advocate for strategic investments and show how their parks compare to other communities across NYC.

- Joining Mayor Adams to launch “Let’s Swim NYC,” a more than \$1 billion capital investment in building, improving, and protecting New York City’s public pools over the course of five years. This funding marks the city’s highest investment in swimming infrastructure since the 1970s and includes two brand-new pools.

- Keeping New Yorkers healthy in the face of extreme heat by planting nearly 18,000 new trees, our highest tree planting total in the past six fiscal years — with a special focus on neighborhoods impacted by high heat vulnerability.

- Deploying additional “second shift” maintenance services to approximately 100 hot spots throughout the five boroughs, giving extra cleaning attention to the sites that most needed it. We also unveiled special trash receptacles designed specifically for pizza boxes, giving New Yorkers a place to dispose of their bulky boxes while limiting the food available to rodents.

- Helping visitors enjoy our greenspaces more comfortably by installing new baby changing tables in over 1,200 restrooms citywide, while also launching an ambitious initiative to build 46 new restrooms and renovate 36 existing restrooms throughout the five boroughs.

The work of our staff goes far beyond the maintenance of New York City’s nearly 30,000 acres and more than 2.5 million trees. Parks is the City’s leading programmer of cultural, athletic, and social activities, including nature walks, volunteer programs, sports clinics, historic house tours, and much more. In addition, Parks produces special events, concerts and movie premieres, and manages agreements with more than 300 businesses that operate on public parkland.

UNIT DESCRIPTION

Dyckman Farmhouse Museum (DFM), the last farmhouse in Manhattan, is a vital cultural asset in New York City. The mission of the Dyckman Farmhouse Museum is to support the preservation of the historic site, to be a catalyst for engaging, adventuresome programming and to be a good neighbor and a dynamic resource for the community. DFM is located in the Inwood neighborhood of Upper Manhattan.

POSITION TITLE

Dyckman Farmhouse Development Intern

INTERNSHIP RESPONSIBILITIES

The Dyckman Farmhouse Museum Alliance (DFMA) seeks a dedicated intern to assist with fundraising and institutional advancement initiatives supporting the museum’s mission. This role will provide hands-on experience in nonprofit development, including donor research, event planning, database management, and grant assistance. The Development Assistant will work closely with the Development Consultant and Executive Director to support the museum’s fundraising goals and strengthen community engagement. Responsibilities include:

- Assist with administrative tasks related to fundraising efforts, including donor tracking, correspondence, and thank you letters.
- Participate in bi-weekly development meetings and maintain records of action items and deadlines.
- Track attendance, coordinate logistics, and offer on-site support for special events, including fundraisers and donor engagement programs.

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- Conduct prospect research to identify potential funding sources, including individual donors, foundations, and corporate sponsors.
- Assist with drafting acknowledgment letters, funding proposals, and outreach materials.
- Collaborate with the Development Consultant to research and compile data for grant applications and reports.
- Perform other development and advancement-related tasks as needed.

QUALIFICATIONS/SPECIAL SKILLS/AREAS OF INTEREST

- Interest in nonprofit fundraising, museum operations, and community engagement.
- Strong organizational and communication skills, with attention to detail and the ability to manage multiple projects simultaneously.
- Excellent writing and research abilities.
- Experience with the Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with donor databases or CRM software are pluses.
- Ability to work collaboratively and independently in a dynamic environment.
- Passion for history, cultural heritage, and the mission of the Dyckman Farmhouse Museum.
- Availability to work a Tuesday-Saturday schedule.

APPLICATION PROCESS

Please email cover letter and resume to Leslie.Nusblatt@parks.nyc.gov