

**City Parks Foundation Education**

**JOB:** Operations Coordinator, Education

**START DATE:** on or before September 2, 2014

**SALARY:** high \$30's with excellent benefits

City Parks Foundation (CPF) is the only independent, non-profit organization to offer park programs throughout the five boroughs of New York City. CPF works in over 700 parks citywide, presenting a broad range of free arts, sports and education programs and helping citizens to support their parks on a local level. Our programs and community-building initiatives reach more than 600,000 New Yorkers each year, contributing to the revitalization of neighborhoods throughout New York City.

This is an exciting time of growth for CPF Education. For over 20 years, CPF Education has promoted experiential learning in environmental science and media arts, connecting kids to parklands as learning laboratories. In 2013, CPF Education developed a comprehensive strategic plan. Our vision is to foster year-round, long-term engagement of youth from targeted, high-needs communities in our five program areas: Seeds to Trees, Learning Gardens, Green Girls, Coastal Classroom and Youth Made Media.

Operations Coordinator, Education is the only administrative support for the Education Department in areas such as operations, finance, human resources, external communications, data collection, and data management. The position is essential to the smooth running of the department. Further, the position reports to, and must be highly responsive to, the Director of Education, providing any and all support, as needed. The ideal candidate must be discreet and a team player. The position offers opportunity for the Coordinator to initiate projects.

**KEY RESPONSIBILITIES**

**Support Services for Director of Education**

- Schedule staff meetings and create agendas and minutes
- Execute research, tasks and projects, as assigned by director of education.
- Support the planning and implementation of the strategic plan.
- Coordinate director of education's calendar
- Manage Director of Education's American Express and out-of-pocket expenses
- Draft correspondence on behalf of director of education, as needed
- Prepare documents, presentations and collateral materials for director of education, as needed
- Oversee maintenance of vehicle assigned to director of education

**Operations**

- Provide administrative support in all aspects of daily office operation, including, but not limited to: ordering/overseeing/maintaining supplies, responding to inquiries, and organizing electronic files..

- Create protocols and systems to streamline department policies and procedures.
- Train and support staff in use of department-wide protocols and systems
- Trouble-shoot with Department of Parks and Recreation to ensure that phones, computers, and vehicles are equipped and functioning properly.
- Coordinate vehicle usage and maintenance.
- Oversee office improvements such as new carpets, carpet cleaning, new shelving units, etc.
- Oversee department-wide projects as they arise
- Secure parking permits, as needed
- Support staff usage of Google Calendars and share with diverse constituencies

### **Finance**

- Track department expenses and generate accounting reports
- Prepare payment vouchers, reimbursement forms and other financial forms
- Authorize and handle petty cash disbursements
- Track transportation reimbursements

### **Human Resources**

- Support hiring process by posting job openings at diverse online listings; screening applicants; scheduling interviews; and conducting interviews, when appropriate.
- Streamline and manage all on-boarding for new hires (full-time, part-time and interns).
- Process personnel paperwork and timesheets.
- Manage fingerprinting process with Department of Education and Department of Health

### **External Communications**

- Ensure accurate information is reflected on CPF website for all Education program areas.
- Liaise between Marketing and Education to schedule media dates
- Liaise between Development and Education Department to schedule funder visits and meetings; provide necessary information, as needed.
- Support social media marketing efforts or the Marketing Department. Participate in agency-wide social marketing team.
- Maintain effective communication with external partners, other CPF Departments, and within the Education Department.
- Represent education at events based at different park and community settings.

### **Data Collection and Management**

- Manage and analyze data related to program scope, demographics and other metrics

- Manage neighborhood reports
- Oversee transition to organization-wide, integrated database
- Conduct observations, interviews and other evaluation strategies in support of department-wide program evaluation and student assessment practices
- Manage department-wide calendar

### **Professional Development**

- Organize both internal and external professional development opportunities for education department staff.
- Arrange trainings and workshops for staff meetings.
- Create agenda and minutes for all leadership and department-wide meetings

### **QUALIFICATIONS**

- BA/BS degree in related field such as business, nonprofit management or human resources
- 3 years of office experience
- Excellent attention to detail, multi-tasker, and good time management skills are essential
- Self-starter with a very positive, can-do attitude and great follow through
- Highly effective communicator with sense of humor and great problem-solving skills
- Strong desire to grow with the job and organization
- Interest in environmental and media arts education helpful
- Excellent verbal and written communication skills as well as problem-solving skills
- Driver's license with willingness to travel throughout NYC alone, when called upon

### **Application Procedures:**

Interested candidates should send the following documents, via email, to Debra Sue Lorenzen, Director of Education, City Parks Foundation at [education@CityParksFoundation.org](mailto:education@CityParksFoundation.org). Include your LAST name as the FIRST word in title of attachment(s). Please put Operations Coordinator in the subject line.

- Resume
- 1 page cover letter that thoughtfully explains your interest in and experience relevant to this position
- Three professional references with their names, affiliations and phone numbers

**Deadline for applications: August 22, 2014.** Only those individuals we select to be interviewed will be contacted. No phone calls, please.