JOB: Technical Assistance Coordinator, Partnerships for Parks

START DATE: Immediate

SALARY: From $43,000 - $47,000 (based on experience) + full benefits

City Parks Foundation (CPF) is an independent, non-profit organization that enriches lives and improves communities across New York City with free and accessible programs in parks. We present arts, sports, education and community-building programs that connect diverse communities at the neighborhood level. Founded in 1989, CPF currently serves more than 600,000 New Yorkers through our work in over 750 parks across the five boroughs. CPF organizes communities to support neighborhood parks through its Partnerships for Parks program.

Partnerships for Parks (PfP) is an innovative joint program of NYC Parks and the City Parks Foundation founded in 1995. We are the public-private program that supports and champions a growing network of leaders caring and advocating for neighborhood parks and green spaces. We equip people, organizations and government with the skills and tools they need to transform these spaces into dynamic community assets. PfP envisions parks as spaces where community members and decision makers work together to create their city.

- We provide expert guidance on co-creating public space.
- We connect people to active networks for social and civic activity.
- We empower volunteers to become community leaders.

The Technical Assistance Coordinator for Grants and Resource Development will be a part of Partnerships for Parks' Technical Assistance (TA) team. The Technical Assistance program builds the capacity of parks stewards, PfP staff, and organizational and agency partners citywide. We act as expert consultants to help individuals and groups improve parks. We do this by offering training, workshops, coaching, grants, publication and website design services, community planning and visioning assistance, and through the development, testing, and sharing of best practices to support public involvement in parks and green space. The program also furthers CPF and Agency priorities through grant-funded special projects; past and current initiatives include supporting new immigrant park users, increasing community involvement in the park design, and creating a leadership pipeline for street tree and green infrastructure stewardship.

RESPONSIBILITIES

The Technical Assistance Coordinator will report to the Technical Assistance Manager for Grants and Resource Development and to the Director of Technical Assistance and will work out of Partnerships for Parks' downtown Manhattan office. Under supervision from the TA Manager, with latitude for independent initiative and judgment, the Technical Assistance Coordinator will help to administer PfP's small grants programs, provide coaching and resources on financial management best practices, and administer the fiscal sponsorship program. Responsibilities will include:

- Administer PfP's grants and fiscal sponsorship programs supporting the application process, scheduling reporting requirements, communicating with grantees and applicants, maintaining grant and fiscal sponsorship files, executing payments in conjunction with finance staff.
- Promote and lead grant workshops and develop promotional material.
- Document practical wisdom from grantees and other PfP groups in user-friendly formats.
- Provide groups with technical assistance and resources to develop their financial capacity.
- Expand TA resources on financial sustainability, including fundraising, becoming a 501(c)3, etc.

- Update and maintain records of grants, fiscal sponsorship accounts, individuals, community groups, and organizations in the database.
- Collect and analyze data to measure grant and capacity building program impact and effectiveness.
- Support PfP special projects, initiatives, and citywide events.

REQUIRED QUALIFICATIONS

- Bachelor's degree and at least two years grant-making, grant-writing, community development, and/or training and facilitation experience
- Responsible, detail-oriented, organized, and comfortable dealing with financial, confidential, and sensitive information, and sticking to deadlines.
- Commitment to civic engagement; interest and experience supporting and facilitating community meetings, trainings, and workshops and developing tools for public participation.
- Motivated, resourceful, creative, and flexible self-starter with a passion for sustainable community development who is confident working both individually and as part of a team.
- Experience working with diverse communities; demonstrated ability to work effectively with many types of stakeholders including community volunteers, agency representatives, elected officials, and funders.
- Excellent written and oral communication, interpersonal, facilitation, research, and problem solving-skills.
- Comfort and facility with Microsoft Office Suite, especially Word, Excel, and PowerPoint skills.
- Experience with program development, evaluation, and documentation.
- Willingness to work a flexible schedule, including some nights and weekends.
- Ability to travel across the city to support community volunteer projects in parks.

PREFERRED QUALIFICATIONS

- Master's degree in public administration, organizational development, or related field.
- Skilled writer and editor with experience producing original newspaper/magazine-style content.
- Familiarity with social media platforms, Wordpress, MailChimp, and/or audio/visual production.
- Experience with qualitative and quantitative data collection and analysis.
- Design skills, particularly Adobe Creative Suite and info-graphics.
- A valid NYC driver's license.

TO APPLY

Interested candidates should e-mail cover letter and resume to: PfPEmployment@cityparksfoundation.org.
Please include your name and "TA Coordinator for Grants and Resource Development" in the subject heading.

No calls or faxes, please. Applications are due November 14, 2014.