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**Position/Title:** Operations Coordinator, Education

**Start Date:** March 2016

**Salary:** Commensurate with Experience with excellent benefits

**Contact:** Please send resume and cover letter to [education@cityparksfoundation.org](mailto:education@cityparksfoundation.org)

### **POSITION SUMMARY**

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 six program areas: Seeds to Trees, Learning Gardens, Green Girls, Coastal Classroom, Teen PASS and Media Arts.

### **POSITION DESCRIPTION**

Operations Coordinator, Education provides 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.

### **RESPONSIBILITIES**

#### **Support Services for Director of Education**

- Coordinate Director of Education's calendar
- Execute research, tasks and projects, as assigned by Director of Education.
- 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 office supplies, responding to inquiries, and organizing electronic files
- Create agenda and minutes for all leadership and department-wide meetings
- Create protocols and systems to streamline operational policies and procedures
- Train and support staff in use of department-wide operational protocols
- Support staff in use of online systems including use of Google Apps and Salesforce
- Manage department-wide calendar
- Support staff usage of Google Calendars and share with diverse constituencies
- 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

- Coordinate
- Assist to facilitate department-wide projects as they arise
- Secure parking permits, as needed
- Arrange trainings and workshops for staff meetings

## **Finance**

- Track department expenses and generate accounting reports
- Liaise between Education and Finance for invoice payments, check requests, reimbursements and other financial matters
- 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 checking references, when appropriate
- Streamline and manage all on-boarding for new hires (full-time, part-time and interns)
- Process personnel paperwork
- Liaise with Education staff and Finance to ensure timely processing of payroll
- 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 Development and Education Department to schedule funder visits and meetings; provide necessary information, as needed.
- Maintain effective communication with external partners, other CPF Departments, and within the Education Department.
- Occasionally 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

## **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

### **WORKING FOR CITY PARKS FOUNDATION**

This position will be working from the organization's administrative headquarters at 1234 Fifth Avenue in Central Park's beautiful Arsenal North location. Benefits include excellent health care and dental package, vacation, 12 paid holidays, 403(b) Retirement Plan, Transit Check program, life insurance, and flexible spending plan. City Parks Foundation is a collegial, mission-focused organization that values its employees and encourages professional growth and advancement.

### **CONTACT**

Interested parties should email cover letter, resume, and salary requirements: [education@cityparksfoundation.org](mailto:education@cityparksfoundation.org).  
Put title of position in subject header.

Thank you for your interest in City Parks Foundation, an equal opportunity employer. Only potential candidates will be contacted. No calls, please.

### **ABOUT CITY PARKS FOUNDATION**

City Parks Foundation ("CPF") is the only independent, nonprofit organization whose mission is to offer programs in parks throughout the five boroughs of New York City. We work in more than 350 parks citywide, presenting a broad range of programs in an effort to promote healthy and vibrant communities. Our initiatives reach 425,000 people each year. Artistic, athletic, educational and park advocacy programs connect high needs communities with their local green spaces. CPF helps turn New York City's parks into centers of community development, while helping to create strong local leaders. The majority of our programming is provided at no cost, and we work in neighborhoods that would not otherwise have access to such resources. Signature programming includes: SummerStage, puppet shows in and around the City parks; tennis, golf, track and field and fitness programming for kids and seniors, Partnerships for Parks, and educational programs that promote healthy living and teach kids environmental science.