

Position/Title:	Technical Assistance Director, Partnerships for Parks
Start Date:	Immediate
Application Deadline:	March 15, 2022
Salary Range:	\$76,000 - \$81,000
Contact:	Send resume and cover letter to SSaragoussi@CityParksFoundation.org

ABOUT CITY PARKS FOUNDATION

At City Parks Foundation (CPF), we are dedicated to invigorating and transforming New York City parks into dynamic, vibrant centers of urban life through sports, arts, community building, and education programs for all New Yorkers. Our programs -- located in more than 400 parks, recreation centers, and public schools across New York City -- reach 300,000 people each year.

- CityParks Shows brings hundreds of live music, dance and theater performances to communities throughout New York City's five boroughs. The SummerStage festival presents over 100 free performances and benefit concerts each year in 16 parks throughout the city, ranging from American pop, Latin and world music to dance, spoken word and theater. The Swedish Cottage Marionette Theatre, home to one of the last public marionette companies in the US, presents modern takes on classic fairytales, and the traveling PuppetMobile presents family-friendly puppet shows and workshops outdoors around the city, free of charge.
- Partnerships for Parks (PfP) is a unique public-private partnership between CPF and NYC Parks that supports and champions neighborhood volunteers by giving them the tools they need to advocate and care for their neighborhood parks and green spaces. PfP engages 20,000 volunteers and 500 park groups throughout NYC.
- CityParks Learn environmental education programs help students experience the fun of science, while learning about their relationship to the natural world and the ways in which they can protect our natural environment. We provide environmental science programs for elementary, middle and high school students throughout New York City, serving nearly 5,000 kids through school-day, afterschool and summer programming, as well as credit-bearing training and paid internships for teenagers.
- CityParks Play activates New York's neighborhood parks with free sports programs for kids, including tennis, soccer, golf, track & field, and multi sport instruction, as well as fitness classes for seniors. We help New Yorkers stay active and healthy, discover new sports, and make new friends.

Our ethos is simple: ***We believe thriving parks mean thriving communities.***

POSITION SUMMARY

The Technical Assistance (TA) director provides overall vision, management, and strategic planning for the Technical Assistance program, which builds the capacity of parks stewards, PfP staff, and peer organizations citywide. We do this by collaborating across CPF, NYC Parks and PfP to offer training, workshops, coaching, grants, publication/website design services, best practices, and visioning tools to support public involvement in parks. The director is responsible for the successful execution and evaluation of TA resources as well as for providing team and individual support including professional development, goal setting, and performance evaluation. The TA director will report to the director and deputy director of Partnerships for Parks.

RESPONSIBILITIES

- Advance the PfP mission by leading the TA program on program planning, resource development, goal setting, and evaluation
- Manage a team responsible for multiple unique programs, providing staff support through goal setting, professional development, collaborative planning, and program oversight to ensure team members thrive and succeed
- Oversee TA outputs and assist staff with the delivery of programs as needed including but not limited to: administration of small grant and fiscal sponsorship programs; public workshops; production of print and digital materials; and intensive support to park groups through coaching and visioning assistance training.
- Develop and maintain relationships within NYC Parks and CPF, nonprofit partners, technical assistance providers, and funders
- Document and share program information and best practices with partner organizations and municipal agencies through consultations, meetings, and conferences locally and outside of NYC
- Create and manage project budgets, fulfill grant requirements, and work with PfP and CPF leadership on fundraising strategy and proposal development to support programming.
- Create TA materials (web content, presentations, reports, flyers) to publicize resources, goals and achievements
- Facilitate collaboration between various departments within CPF and NYC Parks to advance deliverables in a coordinated and informative manner
- Participate in guiding priorities, strategizing and implementing new initiatives, and contributing to organizational planning and development
- Work with PfP, CPF, and NYC Parks leadership to set measurable targets for the TA program
- Ensure work is carefully tracked to inform reports and evaluated for future planning purposes
- Support PfP projects, initiatives, and events in all five boroughs during the workday, evenings, and weekends as needed.

QUALIFICATIONS

- Master's degree in public administration/policy, organizational development, urban affairs/planning, or related field with at least 2 years of management experience and 2+ years experience in organizational development, community development and public engagement, training and facilitation, grant-making, community visioning and planning OR Bachelor's degree and at least 2 years management experience and 4+ years experience in a related field
- Demonstrated program, project management, and development experience, including documentation and evaluation, and qualitative and quantitative data collection, synthesis, and analysis.
- Responsible, detail-oriented, organized, and comfortable dealing with financial, confidential, and sensitive information and meeting deadlines.
- Excellent written and oral communication, interpersonal, facilitation, presentation/public speaking, research, and problem solving-skills.

- Motivated, resourceful, creative, and adaptive leader who takes initiative and is confident working both individually and collaboratively as part of a team
- Experience with organizational development and/or strategic planning
- Cultural sensitivity and demonstrated ability to advance diversity, equity, inclusion and accessibility
- Demonstrated ability to work effectively with many types of stakeholders including colleagues, community volunteers, government representatives, and funders.
- Commitment to civic engagement; interest and experience developing tools for public participation in government and/or policy making.
- Comfort and facility with MS office software and Google applications
- Willingness to work a flexible schedule, including nights and weekends and travel throughout the city for meetings, projects, and events as needed
- Knowledge of New York City boroughs and neighborhoods preferred.
- Valid driver's license recommended, but not required.

WORKING FOR CITY PARKS FOUNDATION

Benefits include excellent healthcare and dental package, vacation, 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 to: SSaragoussi@CityParksFoundation.org. Put "Technical Assistance Director" 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.