



ONLY CURRENT YEAR-ROUND PARKS EMPLOYEES ARE ELIGIBLE TO APPLY

Civil Service Title: Community Associate
Title Code: 56057
Office Title: Program Associate
Job ID#: 187336

Level: NA
Salary: \$45,000 - \$50,000
Work Location: 51 Chambers Street, Manhattan
Number of Positions: 1

The New York City Parks Department is transforming what was once the world’s largest landfill into a sweeping 2,200 acre park in one of the most ambitious public works projects in the history of New York City. The Freshkills Park Development team oversees capital construction as well as public art, environmental education and recreational programming at the park. The team is looking for an experienced and enthusiastic individual to create and deliver Freshkills Park programs for the public.

MAJOR RESPONSIBILITIES

- Under general supervision, create lesson materials for tours, programs, classes and the community at large.
- Research, develop and lead educational programs focused on sustainability, ecology and the environment.
- Co-lead tours, hikes, birding, kayaking and other outdoor programs in Freshkills Park.
- Participate in program promotion, including development of marketing materials, scheduling and logistics. Track program attendance, evaluations and metrics.
- Lead volunteer recruitment, training, tracking and organization efforts.
- Attend community meetings and events representing Freshkills Park.
- Assist staff in coordinating special events on site at Freshkills Park.
- Research and prepare drafts of reports as needed.
- Contribute to the research and writing of original content across social media including a blog, Facebook and Twitter.

QUALIFICATION REQUIREMENTS

1. High school graduation or equivalent and three years of experience in community work or community-centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to “1” above.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required for all other candidates.

PREFERRED SKILLS/QUALIFICATIONS

1. Ability to work independently as well as in a team environment.
2. Excellent public speaking, interpersonal and writing skills.
3. Experience with formal or informal education in schools, museums, zoos, botanical gardens, parks or similar areas.
4. Background in environmental science, education, urban planning or related fields.
5. Experience with Adobe Photoshop, InDesign and social media.
6. Outdoor experience with hiking, kayaking and similar activities.
7. A valid New York State driver license.

If you have any questions regarding this vacancy or require a reasonable accommodation during the application process, please call the Personnel Division at 212-830-7851.

Year-Round Parks Employees:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities.
- 2) Search for **Job ID#: 187336**

Include your ERN on all correspondence.

THE CITY OF NEW YORK
AND
THE CITY OF NEW YORK / PARKS & RECREATION
ARE EQUAL OPPORTUNITY EMPLOYERS
M/F/D/V
Telecommunications Device for the Deaf: (212) 504-4115
www.nyc.gov/parks

POST DATE: 04/03/15

POST UNTIL: 04/17/15*

Job ID#: 187336

NOTE: All resumes must be received no later than the last day of the posting period. *Posting period extended to 04/17/15. Previous applicants to this vacancy do not need to reapply.