



NYC Parks

CITY OF NEW YORK PARKS & RECREATION
SEASONAL JOB VACANCY NOTICE

Office Title: Project Development Coordinator for Urban Field Station

Duration: Fall 2023 to June 30, 2024

Salary: \$37.21/per hour. 35 hours per week

Civil Service Title: Community Coordinator

Positions: 1

Work Location: NYC Urban Field Station, Fort Totten, Queens

NYC Parks is the steward of over 30,000 acres of land — 14 percent of New York City — including more than 5,000 individual properties ranging from Coney Island Beach and Central Park to community gardens and Greenstreets. We look after 600,000 street trees, and two million more in parks.

The mission of the Division of Environment and Planning is to protect, restore, expand and manage New York City’s natural spaces and green infrastructure to maximize their benefits to both ecological function and quality of life. The Division is responsible for planning, citywide urban forestry, ecological restoration, and horticulture initiatives. Our core values are: Champion Urban Nature, Apply Science and Embrace Innovation, Be Respectful and Inclusive, and Advance an Ecological Legacy. The New York City Urban Field Station (NYC UFS), is an urban land management, ecology, stewardship, and conservation research hub and network. The Urban Field Station is a partnership of NYC Parks, the USDA Forest Service, and the Natural Areas Conservancy.

Employees who work for 6 months or longer are eligible for healthcare benefits.

MAJOR RESPONSIBILITIES

- Under the direction of the Senior Scientist, advance the goals and objectives of the New York City Urban Field Station.
- Manage administrative tasks related to facilities management, including budget, purchasing, building maintenance and communications.
- Oversee the schedule for use of the Urban Field Station’s lab, maintain equipment, implement and enforce safety protocols, and assist in preparing soil, plant and water samples for analysis.
- Manage resident services for all visiting researchers, artists, scholars, land managers, and other guests.
- Coordinate communications, outreach, and events including the Science of the Living City program.
- Assist in the preparation of reports on UFS programs.
- Conduct literature reviews and draft summaries and briefings.
- Take minutes at UFS meetings and prepare presentations.
- Support outreach efforts with other work happening within the division, with local park managers, local community groups and other agencies.
- Assist in conducting records inventory and data entry of ecological records.

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

PREFERRED SKILLS/QUALIFICATIONS

1. Excellent communication, interpersonal, organizational, and writing skills.
2. Experience with facilities and/or lab management and program coordination.
3. Demonstrated ability to work well in a team and independently.
4. Strong computer skills, including Microsoft Office suite, Adobe Creative Suite.
5. Valid in New York State driver license.

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 within 90 days of hire for all other candidates.

Fees: Hired candidates will be subject to a processing fee of \$68.00. Hired candidates who are not currently employed by the City will be subject to an \$88.25 background check fee.

For more information and to apply email resume and cover letter to Tely Renata: tely.renata@parks.nyc.gov

Parks & City Employees: Include your ERN on your cover letter and resume. All candidates please indicate which position you are applying for.

POST DATE: 08/17/2023

POST UNTIL: FILLED

Only candidates selected for an interview will be contacted.

nyc.gov/parks

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TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115