



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

## SEASONAL JOB VACANCY NOTICE

**Office Title:** Wetlands Project Associate  
**Civil Service Title:** Community Associate  
**Work Location:** Arsenal North, Manhattan

**Duration:** Fall 2023 - June 30, 2024  
**Salary:** \$26.37per hour/35 hours a week  
**Number of Positions:** 1

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 Environment and Planning division aims to protect, restore, and expand New York City's green spaces and natural areas to maximize their benefits for environmental and community health and resilience. The Natural Resources Group's mission is to protect, restore, expand, and manage New York City's over 12,000 acres of natural spaces and green infrastructure across the five boroughs, including forests, grasslands, and wetlands.

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

### MAJOR RESPONSIBILITIES

- Under general supervision from project managers and senior staff, provide logistical and field support for the restoration and management of natural area parkland, supporting a diverse team of ecologists, water resource specialists, and gardeners.
- Coordinate purchasing and receiving of supplies and equipment, including budget tracking and interaction with vendors and other divisions of NYC Parks.
- Assist in scheduling interviews, meetings, and conference calls.
- Assist in ecological and environmental monitoring in sub-tidal estuaries, streams, rivers, tidal and freshwater wetlands, and lakes to support environmental compliance, restoration design, and on-the-ground management.
- Assist in community engagement including public meetings and stewardship events.
- Use software, such as Microsoft Office Suite and ArcGIS to input, map, and visualize data.
- Prepare maps, technical reports, and presentations for managers and the public.

### 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.

### PREFERRED SKILLS/QUALIFICATIONS

1. Associate degree.
2. At least one year in a clerical or office support position.
3. Purchasing experience – familiarity with requisitions, vendors, bidding.
4. Excellent communication, interpersonal and organizational skills, including the ability to work in a team.
5. Comfortable with Microsoft office programs, including MS Word, Excel and Access.
6. Demonstrated commitment to public service and the environment.
7. Driver's license valid in New York State.

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 within 90 days of hire.

**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](mailto: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: 08/16/2023**

**POST UNTIL: FILLED**

Only candidates selected for an interview will be contacted.

[www.nyc.gov/parks](http://www.nyc.gov/parks)

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TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115 [nyc.gov/parks](http://nyc.gov/parks)