



OPEN SPACE ALLIANCE
FOR NORTH BROOKLYN

Greenpoint Parks Stewardship Coordinator

Program: Greenpoint Community Parks Stewardship Program

Full-time/Part-time: Temporary, Full-Time Grant-Funded Position

Schedule: Start Date ASAP – June 30, 2019 (Extension of position beyond grant period a possibility, but not guaranteed)

Exempt/Non Exempt: Non-Exempt

Employer: Open Space Alliance for North Brooklyn (OSA)

Supervisor: Executive Director

Deadline to Apply: October 27, 2018

This is an excellent opportunity for an outgoing person with community outreach and planning experience to build park stewardship throughout Greenpoint, Brooklyn.

This is a grant funded position to build stewardship in Greenpoint parks and playgrounds with the **Open Space Alliance for North Brooklyn (OSA)**. OSA's mission is to maintain, activate, enhance and expand the parks and public spaces of North Brooklyn, in partnership with the NYC Department of Parks & Recreation (NYC Parks). This position is funded through the **Greenpoint Community Environmental Fund**, a joint program of the New York State Office of the Attorney General and Department of Environmental Conservation. The GCEF program is a \$19.5 million grant program created by the State of New York with monies obtained through a settlement with ExxonMobil over its Greenpoint oil spill.

Purpose of Position: OSA is seeking a highly organized and energetic Project Coordinator to carry out the Greenpoint Community Parks Stewardship Program. Through volunteer programming, community engagement and educational programming, the Project Coordinator will be responsible for maintaining and expanding the Greenpoint Community Parks Stewardship program in five parks and playgrounds in Greenpoint.

The Project Coordinator will be a vital resource for the existing community groups at Bushwick Inlet Park, McGolrick Park, Transmitter Park and American Playground, and will work to foster the creation of additional steward groups throughout the neighborhood. Through active recruitment and outreach, the Project Coordinator will help to build and support local park steward groups while helping to inform community members of upcoming park events and projects.



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Responsibilities

- Develop a strong working relationship with the existing park stewardship groups (“friends groups”) in Greenpoint
- Work with friends groups to help build their volunteer base with active neighborhood recruitment, identifying needs and systems to ensure long-term growth
- Help friends groups with the development and execution of their events - including obtaining permits, coordinating with the Parks Department, publicizing events and following up with new attendees
- Conduct significant outreach to the Greenpoint community, working with existing community groups and organizations to determine areas with greatest need for attention
- Develop volunteer event calendar and youth education curriculum and programs for summer 2019
- Promote community programming and encourage park stewardship throughout the neighborhood, utilizing local partnerships, social media and creative campaigning
- Build strong partnerships with the staff at NYC Parks Department and Partnership for Parks
- Create ongoing, regular events, and build outreach infrastructure to ensure volunteer growth after the grant period
- Meet programmatic benchmarks and track progress for grant reporting

Required Skills

- Excellent communications skills, including public speaking and presentation skills
- Strong interpersonal skills, using a demonstrated collaborative approach
- Strong organizational skills; ability to multi-task and coordinate multiple projects at one time
- Ability to think quickly and creatively under pressure
- Proficiency in Microsoft Office and social media platforms
- Flexible in accommodating evening or weekend events as required

Desired Education/Experience

- Bachelor's degree
- Previous experience working in a community relations, urban planning or government relations role
- Knowledge of issues facing NYC parks and urban park conservancies



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How to Apply: If you would like to make a meaningful contribution to Greenpoint and the urban parks movement in New York City, please send your resume and cover letter in confidence by Friday, October 27, 2018 to jobs@osanb.org.

About OSA

OSA is unique as it's the only major park conservancy in NYC serving a neighborhood, not just a single park. OSA's mission is compelling – we're here to serve all North Brooklynites, but we're focused on underserved communities. OSA's service is essential because North Brooklynites suffer from one of the lowest ratios of open space to population in the city.