

North Park Outreach Coordinator

Position Summary

Riverside Park Conservancy seeks an enthusiastic and dedicated North Park Outreach Coordinator to join our team. This role is perfect for an individual who is passionate about environmental work and civic engagement.

The North Park Outreach Coordinator is responsible for managing and tracking all volunteer projects, recruiting and supporting volunteers and groups, forming and sustaining local partnerships, representing RPC at community board meetings, assisting in advocating for City funding for capital improvement projects, and collaborating with the development team to leverage donor funding for repairs.

This role is an extension of the Conservancy's Grassroots Volunteer Program, with a focus on Riverside Park, West Harlem Piers Park, Sakura Park, and the southern portion of Fort Washington Park from 120th – 181st Streets. This stretch of parkland, which serves the neighborhoods of West Harlem and Washington Heights, has suffered from decades of under-investment and neglect. The Conservancy formed its North Park Initiative in 2009 to address this reality by focusing resources and staff time in these areas.

If you are a proactive communicator with a passion for stewardship with the community, we encourage you to apply!

Background:

Riverside Park Conservancy works in partnership with NYC Parks to restore, maintain and improve Riverside Park – across six miles, and five parks – running along the Hudson River in Manhattan from 59th Street to 181st Street.

As a neighborhood-based environmental nonprofit, our work is grounded in local partnerships. We focus on sustainable practices, adapting to our changed climate, and addressing environmental racism through community-based action.

We leverage public and private funding to make meaningful capital improvements in the Park, such as replacing staircases, building new pathways, and renovating playgrounds. We run a specialized Zone Gardener program, where a team of horticulturalists are reshaping entire sections of the Park. Additionally, we produce over 300 free public events every year, steward nearly 40,000 hours of annual volunteer time from both individuals and groups and serve over 1,600 children from diverse communities through our summer camp program. We are a dynamic and fast-growing team! In 2009, our organization had only three full time staff in the Park, and today, we have an \$11 million budget and over 70 paid staff positions. Join us on our journey of growth and impact! More information can be found at <https://riversideparknyc.org/>.

Primary/Essential Responsibilities and Duties

The North Park Outreach Coordinator position is a dynamic role centered around four main areas outlined below. This individual will nimbly straddle outdoor field work, internal and external communications, and volunteer supervision.

Field Work

- Identify and track priority sites and projects for volunteer groups between 120th – 181st Streets
- Attend weekly all-field staff meetings
- Coordinate and run group volunteer projects north of 120th Street
- Monitor status of capital projects and work with development team to advocate for funding for needed repairs
- Create and carry out opportunities for interested community members regarding advocacy, and one-time stewardship opportunities like seed pods

Communications and Outreach

- Manage Eventbrite and volunteer portal calendar of events for North Park volunteer opportunities
- Attend Community Board 9 and Community Board 12 meetings regularly
- Create and build partnerships with local organizations and schools
- Advocate for [1% for Parks](http://ny4p.org) (ny4p.org)
- Work internally with Summer on the Hudson team to help curate and promote free public programs north of 120th Street
- Work internally with Summer Sports Camp to recruit and inform the community about Fort Washington Summer Camp
- Work internally with the Parks Department to maintain clear lines of communication about projects in North Park through biweekly meetings
- Create a monthly newsletter about all projects related to North Park, including events going on in the community
- Provide up-to-date stats and data points to our development team for grants and donors
- Attend community events hosted by local/partner organizations as a representative from Riverside Park Conservancy

Teen Corps Horticulture Internship Program

- Co-lead an eight-week paid horticultural youth internship with approximately 18 high school students in July and August, culminating in a Professional Development Day Panel
- Manage recruitment process and outreach
- Curate and plan the Teen Corps curriculum based off previous curriculum materials and identifying key restoration projects
- Work with local partners and internally our Sustainability Team to promote projects that engage with community
- Meet regularly with Zone Gardeners to discuss tools and site safety for upcoming restoration projects
- Work with Zone Gardeners to determine appropriate projects to complement weekly lessons

Grassroots Volunteer Program

- Facilitate the collaboration between Zone Gardeners and individual volunteers north of 120th Street
- Recruit and train individual ParkTender volunteers for key sites
- Support User Groups with supplies, events, and operational logistics – Jenny’s Garden, Dog Run 142, Ralph Ellison Memorial Committee
- Create and sustain friendly working relationships with all volunteers in North Park
- Lead small PlacePartner opportunities to create more tangible ways of engagement for community members
- Work with the Volunteer Field Associate and Field Supervisor to address and carry out ParkTender deliveries (plants, mulch, woodchips, etc)

Required Skills and Qualifications

- Excellent written and verbal communication skills and interpersonal skills
- Bi-lingual Spanish speaker (required)
- Driver’s license required
- College degree and/or 2+ years' experience in a related field preferred
- Interest and/or experience in environmental work
- Local residents of Harlem/Washington Heights preferred
- Proven ability to think strategically and to effectively carry out initiatives
- Ability to work on multiple projects simultaneously and strong organizational skills
- Optimistic supporter of the public and volunteers
- Mastery of time management both outside in the field and in an office setting through use of an organized calendar.
- Ability and willingness to perform manual labor outdoors in all kinds of weather several times a week – must be able to lift 40lbs.
- During peak season, Tuesday - Saturday work schedule from 7am to 3:30pm with some evenings. Switch to Monday - Friday during off-peak season and later start time with flexibility for occasional Saturdays and evenings.
- Sense of humor a plus

Salary Range and Benefits: \$65,000 - \$70,000; We offer a competitive compensation package that includes medical, dental, vision, 401(k), commuter benefits, flexible spending, and paid leave.

Please email your resume and cover letter to jobs@riversideparknyc.org with the subject line: “North Park Outreach Coordinator.”

Riverside Park Conservancy is committed to fostering an inclusive and respectful environment for all applicants and employees. We recognize the importance of diversity and offer equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, veteran status, height, weight, or any other characteristic protected by federal, state, or local law