



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 710413

Office Title: Project Development Coordinator for Historic Harlem Parks

Civil Service Title: Community Coordinator **Title Code No:** 56058 **Level:** NA

Salary: \$60,889 - \$94,521

Number of Positions: 1

Work Location: Manhattan

Shaped by the steep and irregular topography of northern Manhattan, Jackie Robinson Park, Marcus Garvey Park, Morningside Park, and St. Nicholas Park are collectively known as "Historic Harlem Parks." The four parks total over 85 acres and make up more than 40% of the open space in Harlem. The parks are much needed public spaces and each unique for its vibrant history, spectacular natural landscapes, recreation facilities, and historic landmarks.

The Historic Harlem Parks Administration works with the Friends of groups to ensure that these parks are maintained, programmed, preserved and continually improved as important assets to the Harlem community.

Major Responsibilities

- Under the supervision of the Historic Harlem Parks Administrator, coordinate and execute a diverse portfolio of events (including many recurring programs) for engaging the public, securing program vendors/providers, obtaining required NYC Parks and citywide permits, developing event physicals, ensuring pre-event site preparation by district Maintenance and Operations Division staff and day of event execution.
- Manage large scale events and festivals, co-sponsored by Parks but led by outside partners, as well as festivals put on by other divisions within NYC Parks. Ensure all approvals, layouts, event components, and site logistics are addressed in advanced, and day of-event execution is successful. Suggest and initiate new programs and partnerships.
- Execute an external engagement plan for promoting HHP produced events and goals, including posting events on the Parks website, development wayfinding signage layout plans using Adobe and PowerPoint, orchestrating meetings with partner groups and other Parks divisions. Provide general promotion support for HHP including tabling at HHP, Parks or partner events and attending community meetings among others.
- Submit data for Let's Green NYC, create calendar invites to notify the Parks team of upcoming events in the park, submit Special Events Permit Application for Parks Produced events
- Provide support for the coordination of volunteer events including coordinating dates, supplies, and volunteer tasks.
- Support friends group needs with education and funding resources, Vital Parks tool, event items, etc.
- Coordinate marketing support including creating materials, flyer distribution, merchandise, supplies, etc.
- Provide general administrative support and assist with creating and managing databases.

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.

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.

Preferred Skills/Qualifications

1. Familiarity or knowledge of Harlem
2. Bachelor's degree and experience in a professional, technical or administrative capacity in Public Programs and Community Engagement.
3. Excellent computer and organizational skills. Proficiency in Microsoft Word, Excel, Adobe Suite, PowerPoint.
4. Excellent writing, interpersonal, customer service and communication skills.
5. Valid New York State driver license.

How to Apply

All Applicants

Click Here to Apply: [Project Development Coordinator for Historic Harlem Parks](#) OR

Go to cityjobs.nyc.gov and search for Job ID# 710413.

All applicants must apply via cityjobs.nyc.gov. The City is no longer using ESS to accept applications.

***Current City Employees please include your ERN and Job ID# 710413 on your cover letter and resume.**

POST DATE: 04/11/2025

POST UNTIL: 05/09/2025

NOTE: All resumes must be received no later than the last day of the posting period. References will be required upon request.

nyc.gov/parks

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

For information about applying for Civil Service Exams go to: [Civil Service Exams - Department of Citywide Administrative Services \(nyc.gov\)](#)