



Park Stewardship Assistant

Organizational Overview

Fairmount Park Conservancy exists to champion Philadelphia's parks. We lead capital projects and historic preservation efforts, foster neighborhood park stewardship, attract and leverage investments, and develop innovative programs throughout the 10,200 acres that include Fairmount Park and more than 100 neighborhood parks around the city. Philadelphia has one of the largest urban park systems in the world, providing residents with extensive health, environmental, social, economic and cultural benefits – including access to some of the region's most famous attractions.

Role Summary

Fairmount Park Conservancy (FPC) is seeking an energetic, organized, and passionate individual to join our Neighborhood Park Stewardship team starting in summer 2018. The ideal candidate will have experience planning a variety of events, be an excellent communicator, and have a strong and collaborative work ethic. Familiarity with Philadelphia's diverse neighborhoods, relevant volunteer or civic engagement experience, and a strong interest in parks and public spaces are also ideal.

The Neighborhood Park Stewardship program is a collaborative effort with our partner, Philadelphia Parks and Recreation (PPR). Together, we organize and support a citywide network of 115+ neighborhood-based volunteer groups called the Park Friends Network (PFN). These park friend groups make their neighborhood parks vibrant, active, and positive public spaces that nourish their communities by planning events and volunteer days, raising funds for improvements, and serving as community liaisons and park advocates. We provide resources to support their efforts, coordinate capacity-building and networking opportunities, and organize Love Your Park (LYP), a citywide volunteer initiative and celebration of Philly's parks that nearly 100 park friends groups participate in each spring and fall.

The Park Stewardship Assistant's primary role will be to support our Park Stewardship program and the rapidly growing Park Friends Network by organizing a variety of events and activities for park friends groups, managing our event and physical improvement grant programs, providing administrative support, and helping to coordinate volunteer workdays. The assistant will work citywide and undertake both office-based and field-based work, and must be able to work with diverse constituencies with a high level of courtesy and professionalism. This position will report to the Park Stewardship Manager.

Responsibilities

- Assist in developing creative strategies to build the capacity of the Park Friends Network (PFN) so they can be active and effective participants in community development efforts, city planning processes, and the execution of capital projects
 - Plan and execute Park Friends Network events, including educational workshops, networking events, quarterly meetings, an annual bus tour, and the holiday party
 - Develop events calendar and organize logistics, including space rental, catering, agendas, etc.
 - Communicate with the Park Friends Network about events/opportunities and manage registration processes, follow-up communication, etc.
- Support the planning and execution of our citywide volunteer initiatives, Love Your Park (LYP) Week in May and the Love Your Park Fall Service Day in November
 - Set up meeting schedules and organize planning calendars
 - Organize registration processes for both park friends groups and external volunteers

- Communicate with park friends groups regarding how to participate in these events, including timelines, deadlines, resources, event promotion, and general support
- Assist with development and distribution of collateral and marketing materials
- Assist with planning and executing volunteer workday and press event each season
- Assist with planning and executing special events throughout Love Your Park Week to promote and celebrate Philadelphia's parks
- Manage Park Friends Network grant programs, through which we provide small grants to park friends groups to host events and make modest physical improvements
 - Develop and distribute grant application; coordinate selection and approval process
 - Manage grant program budget
 - Manage reimbursement /payment and reporting processes
- Provide administrative support for the Neighborhood Park Stewardship program
- Help to plan and execute volunteer workdays
- Other duties as assigned

Qualifications

Park Stewardship Assistant candidates should:

- Hold a bachelor's degree in a relevant field and have at least 3-5 years of professional experience planning events, managing projects, and/or working with volunteers
- Have an interest in and commitment to the mission of Fairmount Park Conservancy
- Be hard-working, self-directed, creative, and proactive with a positive workplace attitude
- Be comfortable working collaboratively to manage multiple projects and timelines
- Have strong communication and organizational skills
- Expect to work evenings and weekends
- Be comfortable working outdoors in a variety of park settings
- Have a valid driver's license and be willing to travel throughout the city
- Knowledge of Philadelphia neighborhoods and parks is a plus
- Proficiency in Spanish and/or other non-English languages is a plus

Compensation

Fairmount Park Conservancy offers its employees a dynamic, fast-paced environment with competitive salaries and an excellent benefits package.

Equal Opportunity Employer

Fairmount Park Conservancy is dedicated to creating a diverse and inclusive work environment, and is an equal opportunity employer who seeks qualified applicants, without regard to race, color, religion, gender, sexual orientation, national origin, disability, age or veteran status.

To Apply

Please send a formal letter of interest, résumé, three work-related references, and salary requirements attached as a Word Document or PDF to hr@myphillypark.org with "Park Stewardship Assistant" in the subject line.

Please, no phone calls or mailed applications. Deadline for application is May 11, 2018. Applications submitted after this date will not be considered.