Organizational Overview:

Fairmount Park Conservancy brings parks to life. We work with the City of Philadelphia and its communities to steward our parks and nurture our shared environment, cultural resources, and public health. 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, six other watershed parks and more than 130 neighborhood parks and gardens around the city.

Position Overview:

The Park Program Specialist will be responsible for working with both our Public Program Coordinator and our Activation & Engagement Project Manager. This position will help plan, assist, and execute all public programs, activations, and special events throughout the year.

Responsibilities:

Public Programs
- Manage, schedule, and train seasonal staff to ensure Public Programs have coverage in addition to instructor
- Customer service – Answer emails and return phone inquiries about upcoming programs and assist with reserving complimentary tickets for community members
- Work closely with our Communications Team to plan, create, and publish Public Programs related content on all social media platforms and distribute info in parks and neighborhoods
- Organize all program supplies – Pack and deliver program supplies for each program
- Pre-event reminder emails and updates about possible cancellations / postponements
- Pre and post-event public communications including surveys and customer service
- Provide continuity of service for Public Programs when needed

Activation
- Provide on-site management and training of seasonal staff
- Manage the schedules of seasonal staff to ensure that FPC programs and events have appropriate coverage
- Act as the initial point of contact for seasonal staff on issues that arise at seasonal activations
- Support all seasonal activations parkwide which includes park hubs, signage, a-frames, and pop-up activations
- Oversee the in-person installation of parkwide temporary signage and ensure the signage stays current and in good condition by conducting weekly inspections and repairs
- Coordinate and handle delivery of equipment and materials for onsite activation as needed
- Assist with marketing and communication related to all activations

Special Event Support
- Help manage all on-site production and clean-up for events as necessary
Support marketing and communications related to special events
Other duties and special projects as assigned

Qualifications:

- At least 2 years of demonstrated experience planning and executing successful programs and/or events
- Excellent organizational and interpersonal skills
- During the peak season (May-October) this position should anticipate some evening and weekend work
- Excellent written and verbal communication skills
- Ability to multitask between all programs and activations
- Willingness and ability to work in all weather conditions as needed
- Demonstrate ability to communicate, motivate, lead, and relate effectively to a wide variety of individuals across all demographics and experience levels.
- Ability to work independently and as part of a team in a fast-paced environment
- Ability to lift 25 pounds
- Valid Driver’s License
- Bilingual in English/Spanish is a plus

Compensation:

The starting salary for this position is $42,000. Additionally, Fairmount Park Conservancy offers a generous benefits package including health, dental, and vision, as well as life, disability, and retirement.

Anti-Discrimination Policy:

The Fairmount Park Conservancy does not discriminate based on ethnicity, race, gender, or sexual orientation and encourages all qualified individuals to apply.

COVID-19 Vaccination Requirement:

All employees at the Fairmount Park Conservancy must be fully vaccinated against COVID-19. Successful applicants will be required to show proof of vaccination. Reasonable accommodations will be considered for those with qualifying medical or religious exemptions.

To Apply:

Thank you for your interest in the Fairmount Park Conservancy. Please prepare a formal letter of interest, resume, and three work related references as either PDF or Word documents and submit at https://app.smartsheet.com/b/form/d250369117dd488baa22a899d5c26268.

Please, no phone calls or mailed applications. Submissions will be reviewed on a rolling basis, application deadline is Thursday, 3/31/2022.