



Position Description: Community Programs Associate

Position Summary

Brooklyn Greenway Initiative (BGI) seeks a part-time, seasonal Community Programs Associate to facilitate volunteer stewardship programs, coordinate community engagement programs, and support planning and production of the *Brooklyn Greenway Half Marathon & 5K* and BGI's fall gala.

About Brooklyn Greenway Initiative

BGI is a 501(c)(3) non-profit organization committed to the development, establishment and long-term stewardship of the Brooklyn Waterfront Greenway – a 26-mile protected and landscaped pedestrian and cyclist route that, when complete, will connect Brooklyn's storied and iconic waterfront, parks and open space, commercial and cultural corridors, and new tech and innovation hubs for 2.65 million Brooklyn residents, over 1.1 million employees in Brooklyn, and 15 million annual visitors from across the City and around the world. Since its founding in 2004, BGI has channeled more than \$218 million in public and private investment toward implementation of the Greenway, leveraged public and private investment of \$2.38 million toward the creation of the Naval Cemetery Landscape (NCL) as a new park-like space adjacent to the Greenway, and conceptualized or supported the development of other open spaces and public amenities along the Greenway. Approximately 18 miles of Greenway are currently in use, four segments are currently in construction, and two additional segments will break ground later in 2019, leaving only a few remaining gaps to be connected.

Position Description

The Community Programs Associate will report to the Executive Director (ED) and collaborate with other team members and external partners to increase and diversify public participation and engagement with BGI through a variety of community engagement programs, including:

Volunteer Stewardship Programs, Greenway and Naval Cemetery Landscape: May – September
Naval Cemetery Landscape Programs: May – September
Brooklyn Greenway Half Marathon & 5K: October
Annual Fundraising Event: November

Specifically, the Community Programs Associate will...

- Lead volunteer "clean-up" and "horticulture" events for community members, corporate partners, and other groups with guidance from ED and support from other team members as needed
- Serve as BGI lead and primary point of contact with community volunteers before, during, and after stewardship events, aiming to retain and engage volunteers for other BGI programs
- Serve as BGI lead and primary point of contact with event partners, vendors, and other external resources
- Plan and execute event logistics, timelines, resource plans, and other details to ensure the smooth running and positive participant experience of events and programs
- Submit, track, and secure any necessary permits for events on the Greenway or other locations, coordinating with permitting agencies and their representatives as needed

- Facilitate vendor and partner agreements and other program-related contracts as appropriate
- Coordinate event details with sound, A/V, photography, and entertainment vendors
- Track program attendance and participation details, including integration of opt-ins with BGI database
- Track program expenses against available budget for each program/event
- Report event and program outcomes against stated goals for each, making recommendations for improvements as needed
- Source and solicit in-kind food, beverage, and other product donations for events and programs
- Support outreach and promotion of events and programs via BGI and partner channels, external outreach mechanisms, press, and other resources, in collaboration with BGI communications team
- Help develop content for BGI website, social media, press, and other communications efforts

As part of a small team, the Community Programs Associate will also support organizational operations overall, including administrative, communications, and other related tasks.

This job might be for you if...

- you're a motivated, self-starting, entrepreneurial person
- you're hyper organized, exhibit incredible attention to detail, and have a demonstrated track record of delivering projects on time
- you're a team player who's resourceful and finds ways to get things done
- you're a skilled communicator and keep your cool even in challenging situations
- you have 2-4 years' experience in community engagement and public events, preferably in a public outdoor environment
- you're able to be an engaging and effective ambassador for BGI with the communities we serve at BGI and external events and meetings
- you're able to flex your schedule around BGI programs and events as needed, including occasional evening or weekend engagements
- you're able to lift up to 50 lbs.
- you have a valid NYS Driver License [current Defensive Driving Certificate a plus]

Schedule and Salary Details

The Community Programs Associate is a part-time, seasonal, non-exempt position.

Schedule: April – November, 3 days/week, typically 9:00am – 5:00pm [days/times based on program calendar]

Application Process

To apply for this position, please submit your letter of interest, résumé, and references by March 31, 2019 to Terri Carta, Executive Director, at tcarta@brooklyngreenway.org with Programs Associate in the subject line. We will contact only those individuals whose applications are being considered. No phone calls, please.

Brooklyn Greenway Initiative is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.