



CITY OF NEW YORK PARKS & RECREATION
SEASONAL JOB VACANCY NOTICE

Office Title: Natural Resources Protection Coordinator
Civil Service Title: Community Coordinator
Work Location: TBD

Duration October 2025 to June 30, 2026
Salary: \$34.41/per hour. 35 hours per week
Positions: 1

NYC Parks is the steward of over 30,000 acres of land — 14 percent of New York City — including more than 5,000 individual properties ranging from Coney Island Beach and Central Park to community gardens and Greenstreets. We look after 600,000 street trees, and two million more in parks.

The Division of Environment and Planning aims to protect, restore, and expand New York City's green spaces and natural areas to maximize their benefits for environmental and community health and resilience. The Natural Resources Group within Environment and Planning manages over 12,000 acres of natural areas across the five boroughs, including forests, grasslands, and wetlands, and has secured tens of millions of dollars of grant from state, federal and private sources over the past decades to fund restoration and management across these ecosystems.

Employees who work for 6 months or longer are eligible for healthcare benefits. All seasonal employees earn sick and annual leave. All employees receive free membership to our recreation centers.

MAJOR RESPONSIBILITIES

- Under the direction of the Senior Natural Resources Specialist, help coordinate the protection of natural resources during construction projects occurring on City parkland.
- Assist in the review of proposals, plans, designs, contracts, permit applications, construction documents and specifications generated internally, by other agencies or their contractors that may have an impact on the restoration, protection, or management of the City's trees, wetlands, and other natural resources.
- Serve as a liaison and coordinate responses between technical experts within NRG and other divisions within NYC Parks as well as external partners. Facilitate communication of ecological information within NYC Parks and with external partners to support natural areas protection and minimize impacts to natural areas.
- Conduct desktop investigations and field investigations to assess current conditions, evaluate potential impacts, monitor ecological function and verify external or historical data.
- Coordinate and contribute to assessments of the environmental impacts of restoration and construction projects and help develop recommendations for design modifications to minimize impacts of these projects on Parkland.
- Communicate guidance from technical experts to external parties including contractors, regarding on-site management, ecological restoration design development, and environmental monitoring and assessment, including disseminating information about natural resource protection and management plans and policies.
- Assist with organization, record keeping, and development of standard protocols that benefit the Natural Resources Protection team.

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.

PREFERRED SKILLS/QUALIFICATIONS

1. Experience in project management, administrative coordination and/or ecological assessment.
2. Experience with application of ecological restoration, urban planning, or landscape design to natural resource management and protection.
3. Excellent communication and administrative skills.
4. Familiarity with review of design and construction plans, environmental reviews, and/or related documents
5. Knowledge of environmental protection and/or regulatory agency structure and processes and flora and fauna of New York area.
6. Experience using GIS and other mapping tools.
7. Valid New York State Driver License.

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.

Fees: Hired candidates will be subject to a processing fee of \$85.00. Hired candidates who are not currently employed by the City will be subject to a \$101.25 background check fee.

HOW TO APPLY

Apply Here [Natural Resources Protection Coordinator](#)

Go to cityjobs.nyc.gov and search for Job ID# 724457.

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# on your cover letter and resume.**

POST DATE: 08/08/2025

POST UNTIL: FILLED

References will be required upon request. We appreciate the interest of all applicants. Only candidates selected for an interview will be contacted.

nyc.gov/parks

MOVEMENT IN THE FACE OF CIVIL SERVICE LISTS IS PROHIBITED UNDER CIVIL SERVICE LAW.

THE CITY OF NEW YORK IS AN INCLUSIVE EQUAL OPPORTUNITY EMPLOYER COMMITTED TO RECRUITING AND RETAINING A DIVERSE WORKFORCE AND PROVIDING A WORK ENVIRONMENT THAT IS FREE FROM DISCRIMINATION AND HARASSMENT BASED UPON ANY LEGALLY PROTECTED STATUS OR PROTECTED CHARACTERISTIC, INCLUDING BUT NOT LIMITED TO AN INDIVIDUAL'S SEX, RACE, COLOR, ETHNICITY, NATIONAL ORIGIN, AGE, RELIGION, DISABILITY, SEXUAL ORIENTATION, VETERAN STATUS, GENDER IDENTITY, OR PREGNANCY.

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 \(nyc.gov\)](#)