



NYC Parks

CITY OF NEW YORK PARKS & RECREATION
SEASONAL JOB VACANCY NOTICE

Office Title: Project Development Coordinator for Urban Field Station
Civil Service Title: Community Coordinator
Work Location: NYC Urban Field Station, Fort Totten, Queens

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 mission of the Division of Environment and Planning is to protect, restore, expand and manage New York City's natural spaces and green infrastructure to maximize their benefits to both ecological function and quality of life. The Division is responsible for planning, citywide urban forestry, ecological restoration, and horticulture initiatives. Our core values are: Champion Urban Nature, Apply Science and Embrace Innovation, Be Respectful and Inclusive, and Advance an Ecological Legacy. The New York City Urban Field Station (NYC UFS), is an urban land management, ecology, stewardship, and conservation research hub and network. The Urban Field Station is a partnership of NYC Parks, the USDA Forest Service, and the Natural Areas Conservancy.

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 supervision by senior NYC Urban Field Station staff, advance the goals and objectives of the New York City Urban Field Station.
- Support administrative tasks related to facilities management, including budget, purchasing, building maintenance and communications.
- Keep the Urban Field Station calendar updated and provide support in scheduling the use of the Urban Field Station's lab and meeting spaces.
- Manage resident services for all visiting researchers, artists, scholars, land managers, and other guests.
- Coordinate communications, outreach, and events including the Science of the Living City program.
- Assist in the preparation of reports on UFS programs.
- Conduct literature reviews and draft summaries and briefings.
- Take minutes at UFS meetings and prepare presentations.
- Support outreach efforts with other work happening within the division, with local park managers, local community groups and other agencies.
- Assist in conducting equipment and records inventory and data entry of ecological records.
- Supervise and mentor interns and field staff and provide training in data collection methodologies and use of technical equipment.

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. Excellent communication, interpersonal, organizational, and writing skills.
2. Experience with facilities and/or lab management and program coordination.
3. Demonstrated ability to work well in a team and independently.
4. Strong computer skills, including Microsoft Office suite, Adobe Creative Suite.
5. Valid in 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 an \$101.25 background check fee.

HOW TO APPLY

Apply Here [Project Development Coordinator for Urban Field Station](#) OR

Go to cityjobs.nyc.gov and search for Job ID# 724428.

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

Parks & City Employees: Include your ERN 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

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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 \(nyc.gov\)](#)