



CITY OF NEW YORK PARKS & RECREATION  
**SEASONAL JOB VACANCY NOTICE**

**Office Title:** Wetlands Project Associate  
**Civil Service Title:** Community Associate  
**Work Location:** TBD

**Duration:** October 2025 to June 30, 2026  
**Salary:** \$28.04 per hour for 35 hour week  
**Number of 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 Environment and Planning division 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's mission is to protect, restore, expand, and manage New York City's over 12,000 acres of natural spaces and green infrastructure across the five boroughs, including forests, grasslands, and wetlands.

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 general supervision from project managers and senior staff, provide logistical and field support for the restoration and management of natural area parkland, supporting a diverse team of ecologists, water resource specialists, and gardeners.
- Coordinate purchasing and receiving of supplies and equipment, including budget tracking and interaction with vendors and other divisions.
- Assist in scheduling interviews, meetings, and conference calls.
- Coordinate partner projects with other non-profit partner organizations and divisions within the Agency.
- As needed, assist in ecological and environmental monitoring to support environmental compliance, restoration and management.
- As needed, assist in community engagement including public meetings and stewardship events.
- Assist in the preparation of material for permit applications and environmental review documents.
- Use software, such as Microsoft Office Suite and ArcGIS to input, map, and visualize data.
- Prepare maps, technical reports, and presentations for managers and the public.

### QUALIFICATION REQUIREMENTS

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

### PREFERRED SKILLS/QUALIFICATIONS

1. Purchasing experience – familiarity with requisitions, vendors, bidding.
2. Interest in supporting a diverse team on projects that improve the environment.
3. Excellent communication, interpersonal and organizational skills, including the ability to work in a team.
4. Comfortable with Microsoft office programs, including Microsoft Word, Excel and PowerPoint.
5. Demonstrated commitment to public service and the environment.
6. 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 for all other candidates within 90 days of hire.

**Fees:** Hired candidates will be subject to a processing fee of \$68.00. 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 [Wetlands Project Associate](#) OR Go to [cityjobs.nyc.gov](#) and search for **Job ID# 725493**.

**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:** 08/12/2025

**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 \(nyc.gov\)](#)