



## **Temporary Job Position: Parkside Program Manager**

Start Date: Immediately End Date: October 31, 2018

Deadline to apply: May 11, 2018

### **Organizational Overviews**

**Centennial Parkside CDC's** mission is to preserve, promote and revitalize East Parkside through partnerships with businesses and institutions and programs that engage residents, increase opportunity, and grow a diverse, thriving community. We are a governing body, made up of residents and existing organizations, that progresses community development goals in addition to including new initiatives around healthy living, civic engagement and the arts. We give the community new life by strengthening its identity and connectivity to Fairmount Park.

**Fairmount Park Conservancy** exists to champion Philadelphia's parks. 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 and more than 100 neighborhood parks around the city. Philadelphia has one of the largest urban park systems in the world, providing residents with extensive health, environmental, social, economic and cultural benefits – including access to some of the region's most famous attractions.

### **Role Summary**

Centennial Parkside CDC and Fairmount Park Conservancy are seeking an energetic, organized, and passionate individual to help oversee programming in parks in the East Parkside neighborhood and in West Fairmount Park. The ideal candidate is an excellent communicator, highly organized, collaborative, and passionate about civic engagement and community-based programming. Ideal candidates will have experience planning events, possess a working knowledge of Parkside, value the role of citizens and communities in shaping the future of our city, and/or have relevant volunteer experience. This position will serve both organizations, reporting to the Executive Director of the Centennial Parkside CDC and Senior Director of Civic Initiatives at the Fairmount Park Conservancy.

### **Responsibilities**

- Conduct authentic, creative community engagement around programming and upcoming park improvement projects in the East Parkside neighborhood.
- Organize, plan and execute biweekly programming in the East Parkside neighborhood.
- Organize, plan and execute monthly programming and events in West Fairmount Park, in connection with the newly completed Parkside Edge project.
  - Hire local talent – musicians, artists, vendors, etc.
  - Coordinate food trucks and other refreshments.
  - Submit proper permits and insurance requirements to Philadelphia Parks and Recreation and other entities as appropriate.
- Coordinate with the community We Walk program – a once or twice-a-week walking program designed to get neighbors out walking in the park.
- Oversee temporary and volunteer staff from the Centennial Parkside CDC Clean and Green team, Teens 4 Good intern and, potentially a Power Corps PHL Fellow who will assist with programming in East Parkside and West Fairmount Park.
- Manage budgets, invoices and contracts related to programs and events.

## **Qualifications**

Parkside Program Manager candidates should:

- Have at least one year of professional experience planning events, managing projects, and/or working with volunteers
- Have an interest in and commitment to the mission of Centennial Parkside CDC and Fairmount Park Conservancy
- Be hard-working, self-directed, creative, and proactive with a positive workplace attitude
- Be comfortable working collaboratively to manage multiple projects and timelines
- Be a people-person who is comfortable working in underserved areas
- Have strong communication and organizational skills
- Be able to create flyers and promotional material for Parkside programming
- Expect to work evenings and weekends
- Have a valid driver's license
- Be able to perform physical, outdoor work, including lifting tools and supplies, etc.
- Social media and/or website experience a plus
- Proficiency in Spanish and/or other non-English languages is a plus

Note that the Parkside Program Manager will be required to attend First Aid and CPR training. The Fairmount Park Conservancy will cover the cost of this training.

The Parkside Program Manager will also need to submit Pennsylvania Child Abuse History Clearance. There is a \$13 processing fee for the clearance; the applicant is expected to cover this charge and the application.

## **Compensation**

We expect this position to be approximately 25 - 35 hours per week, including at least one evening per week and one to two Saturdays per month. This is a temporary position over 25 weeks and is not eligible for benefits. Total compensation is \$20,000.

## **To Apply**

Please send a letter of interest and resume as a Word Document or PDF to [cspahr@centennialparkside.org](mailto:cspahr@centennialparkside.org) and [jmahar@myphillypark.org](mailto:jmahar@myphillypark.org) with "Parkside Program Manager" in the subject line.

Please, no phone calls or mailed applications.