



Community Building Program Associate Position Description

Park Pride is an Atlanta-based nonprofit whose mission is *to engage communities to activate the power of parks*. Working with over 160 local Friends of the Park groups across our jurisdictions, Park Pride provides leadership, services, and funding to help communities realize their dreams for neighborhood parks that support healthy people, strong neighborhoods, vibrant business districts, a robust economy, and a healthy environment. We are active in greenspace advocacy and educating both civic leaders and the public about the benefits of parks, and we annually host the Parks and Greenspace Conference, the largest parks conference in the southeast.

Job Description: Park Pride is seeking a highly motivated, flexible Community Building Program Associate who will support Friends of the Park groups as they work to improve their parks, build their capacity to make positive change, and strengthen community through the stewardship of public greenspaces. The Program Associate's primary responsibility is the coordination of Community Building Programs, particularly Friends of the Park and Volunteer, under the direct supervision the Director of Community Building. This position also works closely with Grant Programs staff and Park Visioning staff to facilitate Friends of the Park participation in those programs.

Friends of the Park Program (FOP): Supports individual capacity building, learning, and networking for Friends of the Park (FOP) groups. FOP are open and inclusive groups of park users, often neighbors & community leaders, actively working to improve one or more parks in a defined geographic area (usually a neighborhood).

Volunteer Program: Facilitates volunteer stewardship of parks and trails within Park Pride's service areas by supporting FOP volunteer projects and engaging individuals, families, and groups (such as student or corporate groups) in hands-on volunteer activities, including "workdays" or coordinated service events.

Responsibilities: This is a full-time position, including some weekend and evening hours as needed for volunteer events, FOP gatherings, and other community meetings. *The primary activities of this position will shift seasonally and as the COVID-19 pandemic and organizational needs evolve. The position will be entirely remote until public health conditions improve.* During certain periods, significant time "in the field", outside of a typical work-from-home or office environment, will be required for site visits, project prep and execution, meetings, etc. Responsibilities include, but are not limited to:

Friends of the Park Program

- Develop relationships with Friends of the Park (FOP) groups and local parks department staff across Park Pride's service areas
- Develop working knowledge of parks in Park Pride's service area, their needs, and the communities that surround them
- Respond to community interest in park stewardship and in some cases, proactively nurture engagement in local parks
- Assist FOP groups and prospective groups in understanding and utilizing Park Pride's programs and services to meet their unique park goals
- Coordinate with Director of Community Building and Director of Communications to send monthly email newsletters to FOP groups

- Collect and track program related data for organizational metrics and grant applications/reports
- Support Director of Community Building with FOP learning activities, including resource development, workshop coordination, and feedback solicitation

Volunteer Program

- Support FOP workdays with tool lending, materials coordination, project advice, leadership, etc.
- Plan and execute workday events for non-FOP volunteer groups, in support of FOP priorities
- Work with Development staff to cultivate volunteer engagement of current and prospective corporate supporters
- Coordinate park project approval and follow-up support with government partners as appropriate
- Collect and track volunteer hours for program monitoring and reporting
- Support Community Building staff in maintaining Park Pride's tools and other equipment

Qualifications

- 2-4 years of relevant work experience
- A bachelor's degree in a relevant field is required
- Passion for parks
- Ability to meet deadlines and maintain a flexible schedule
- Experience working with diverse communities and groups of people
- Experience with independent project and/or event coordination
- Ability to motivate groups to work toward an overall vision
- Ability to clearly communicate technical information and instructions to diverse groups
- Experience maintaining organized and thorough records and a familiarity with data management practices
- Proficient in general computing, including word processing, data entry, file organization, etc.
- Must possess valid Driver's License and clean driving history in order to drive Park Pride trucks
- Ability to pass background check
- Comfort working extensively outdoors in all-weather on uneven ground and in overgrown forested areas, walking long distances, loading/unloading and moving tools and materials
- Ability to lift 50 pounds from the ground
- Willingness to learn and adapt as organizational needs and external conditions evolve
- Understanding of program monitoring and evaluation a plus
- Understanding of and experience with basic landscaping tools and activities, including common plant identification and gardening/plant care a plus
- First-aid training a plus

Application Information

Please submit a resume and letter of interest to hr@parkpride.org. Please put "CB Program Associate" in the subject line of the email. No phone calls please. Park Pride provides a competitive benefits package. Salary range is between \$38,000-\$42,000. The position will remain open until filled.

Park Pride is an Equal Opportunity Employer committed to diversity and inclusion in the workplace. We actively welcome and encourage diverse candidates to apply.

To learn more about Park Pride visit www.parkpride.org.