



Community Services Associate

Job Description

Park Pride is seeking a highly motivated, flexible Community Services Associate to 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. This position also plays a proactive role in engaging communities with inactive or nonexistent Friends of the Park groups to participate in programs that improve their parks and strengthen their communities. Under the direct supervision of the Director of Community Services, the Associate is primarily responsible for supporting the Friends of the Park, Adopt-a-Park, and Volunteer programs.

The salary range for this position is **\$40,000 - \$45,000**, commensurate with experience. Park Pride offers a competitive benefits package including paid leave, medical, dental, and retirement. Park Pride offers a hybrid work environment that balances remote work opportunities with time spent in the office. Candidates must be local to Metro Atlanta and be able to attend site visits to parks within our service area.

Responsibilities:

This is a full-time position with additional weekend and evening hours as needed.

Responsibilities include but are not limited to:

Friends of the Park Program

- Develop working knowledge of parks in Park Pride's service area and build positive relationships with communities that surround them
- Develop and sustain working relationships with local parks department and partner nonprofit staff across Park Pride's service areas
- Assist FOP groups in understanding and utilizing Park Pride's programs and services and other relevant resources through exceptional customer service
- Proactively cultivate community participation in parks with inactive or nonexistent FOP groups, supporting engagement efforts in under-resourced communities that yield tangible results
- Support FOP meetings, workshops, and other FOP programming
- Share events, resources, deadlines, and opportunities with registered FOP groups through monthly email newsletters
- Track program-related data and prepare related reports
- Create and update program documentation and materials

Volunteer Program

- Support the Volunteer Associate with large-scale Park Pride volunteer workdays Support Volunteer Associate in maintaining Park Pride's tools and other equipment
- Collaborate with the Volunteer Associate to support FOP volunteer activity
- Help integrate FOP activities & relevant content into Volunteer Program messaging

Qualifications and Requirements:

- Bachelor's or Associate's Degree preferred, but not essential
- 2+ years of relevant work experience; ability to learn quickly essential
- Commitment to diversity, equity, and inclusion; willingness to both grow in and contribute to these tenets of Park Pride's work
- Strong organizational skills, able to successfully manage multiple projects
- Strong communication skills -- both written and verbal -- and customer service skills
- Ability to work independently without close supervision, but also a team player who will productively engage with others of all backgrounds and abilities
- Ability to motivate groups and individuals to work toward an overall vision
- Basic level of proficiency in Microsoft Office applications (Outlook, Word, Excel)
- Experience with Salesforce a plus
- Capacity to work a flexible schedule, including some weekends
- Must possess valid Driver's License and have access to a personal vehicle for local travel
- High energy and passion for parks and greenspace and the mission of Park Pride

Organizational Background:

Park Pride is an Atlanta-based nonprofit founded in 1989 with a mission to engage communities to activate the power of parks. Park Pride is working in Atlanta's parks ecosystem at every level—by improving neighborhood parks, creating community parks advocates, and connecting grassroots leaders, funders, and government partners—so that all Atlantans can have access to a great park. Whether it is through the Friends of the Park, Visioning, Grantmaking, Fiscal Sponsor, Community Gardens, or Volunteer programs, our services work in concert to catalyze engagement, education, and empowerment that leads to more local park advocacy, community stewardship, and, ultimately, quality, active park spaces that meet the community's needs.

Application Information:

Please submit a resume and cover letter to hr@parkpride.org and put "Community Services Associate" in the subject line of the email. No phone calls or in-person visits please. After the application deadline, you will receive communication about the next steps in the process.

Application Deadline is Friday, April 7th, 2023

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