



## **Community Building Associate**

Park Pride is seeking an Associate in its Community Building team to cultivate community park stewardship in unincorporated DeKalb County. This Associate will assume primary responsibility for the Friends of the Park (FOP) program, which strengthens community and builds their capacity to make positive change through the improvement and stewardship of public greenspaces. This position reports to the Senior Manager of the Friends of the Park Program and works closely with other team members and DeKalb County Parks, Recreation, and Cultural Affairs (RPCA) staff. This position also provides support to Park Pride's ongoing work supporting similar efforts in the City of Brookhaven.

### **Responsibilities**

This is a full-time position with additional weekend and evening hours as needed. This Associate will be expected to perform certain duties in the field and be available for in-person meetings. Access to a personal vehicle and a valid driver's license are required. Responsibilities include but are not limited to:

### **FOP Group Capacity Building**

- Serve as the primary point of contact for FOP groups in DeKalb County, providing program guidance, partner connections, and other relevant resources.
- Implement strategies to strengthen the FOP network, including dedicated outreach to priority groups and orientations for new group leaders.
- Work with the Senior Manager of FOP Program, support, plan and facilitate learning opportunities for FOPs through in-person and virtual meetings, workshops, and events.
- Monitor and encourage FOP utilization of capacity building resources, including other Park Pride programs (Small Change Grant, Park Stewardship Academy, Fiscal Sponsor, Volunteer).

### **Volunteer Program**

- Support FOP groups in scoping, organizing and leading volunteer projects and developing community capacity for FOP groups to lead projects on their own.
- Support Volunteer Manager and other volunteer leads in executing corporate and civic workdays in DeKalb County and Brookhaven parks.

### **Program Management**

- Refine programmatic documents (program charter, SOPs, etc.) and update program materials and resources as needed.
- Collect and monitor program metrics, assessing alignment with strategic goals.
- Coordinate with the Senior Manager on e-newsletter content and other broad communications to FOP network contacts.

### **Government Partner Coordination**

- Represent Park Pride at community meetings and events, including DeKalb Citizen Advisory Board. Develop regular reports to DeKalb County on Park Pride activities.
- Monitor compliance with Park Pride's contract and support annual reporting requirements.
- Facilitate communication and collaboration between FOP groups and local government agencies to ensure effective park stewardship and project implementation.

## **Other Duties**

- Support internal teams and organization-wide operational activities, including Park Workers' Picnic, annual Parks & Greenspace Conference, etc.
- Perform other duties as assigned by the Director of Community Building.

## **Qualifications**

- Bachelor's degree or equivalent experience
- Minimum of 3-5 years in nonprofit programming, community organizing, public administration, or similar roles
- Reliable and punctual, with strong time management skills
- Excellent communication, facilitation, and interpersonal skills
- Ability to take initiative and manage multiple overlapping projects
- Comfortable working outdoors in a range of conditions as well as loading/unloading and moving tools and materials
- Valid driver's license, clean driving history and access to a personal vehicle
- Ability to pass a background check

## **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, 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.

## **Compensation & Work Environment**

The salary for this position ranges from \$50,000 - \$55,000. Park Pride offers a competitive benefits package including paid leave, medical, dental, vision, and retirement benefits. This position operates in a hybrid work environment that balances remote work with in-person meetings and events. One day per week will be in-person in Park Pride's office; another day each week will be in DeKalb County's offices. Candidates must be based in Metro Atlanta and must possess reliable transportation to and from work and the ability to travel to various work sites as needed.

## **How to Apply**

Please submit a resume and cover letter to [hr@parkpride.org](mailto:hr@parkpride.org) with "Community Building Associate" in the subject line. No phone calls or in-person visits, please. Applicants will be notified of next steps after the deadline.

Candidates review starting on 8/5/2026 and will keep the application open until the position is filled. Park Pride is an equal opportunity employer dedicated to fostering a diverse and inclusive workplace. We warmly welcome and strongly encourage individuals of all backgrounds to apply.

To learn more about Park Pride, visit [parkpride.org](https://parkpride.org)