



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

SEASONAL JOB VACANCY NOTICE

Office Title: Administrative Associate

Civil Service Title: Community Associate

Work Location: Greenbelt Native Plant Center, SI

Duration: Summer 2023 - June 30, 2024

Salary: \$26.37per hour/35 hours a 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 Division of Environment and Planning 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. Greenbelt Native Plant Center (GNPC) provides native plants and seeds from local plant populations in support of the restoration and management of the City's natural areas and conservation of local plant species on parks owned land.

Employees who work for 6 months or longer are eligible for healthcare benefits.

MAJOR RESPONSIBILITIES

- Under supervision of the Administrative Manager, with latitude for independent initiative and judgment, perform difficult and responsible administrative work for Greenbelt Native Plant Center.
- Work closely with Program Managers to conduct purchasing tasks and meet purchasing needs. Assist in maintaining an accurate supply inventory.
- Assist in contacting and working with vendors to obtain reasonable prices for services, equipment and supplies, coordinate delivery of merchandise. Submit receiving reports as required. Provide support with coordinating, processing and tracking purchase requests. assist with ensuring purchase requisitions are accurate and manage open Purchase Order (PO) balances. Adhere to purchasing and accounting policies and procedures.
- Assist and coordinate scheduling and task assignment for interns, volunteers, community groups and other visitors to the nursery.
- Become familiar enough with nursery operations to answer phones and greet and direct visitors at the nursery.
- Assist in coordinating and planning public and internal events at the nursery.
- Work with management staff and City Service Corps members to maintain the volunteer calendar and coordinate with Stewardship Program staff for larger volunteer events.
- Assist with general data entry on multiple teams as needed. Work with Distribution Associate to create orders and pick slips in nursery inventory software and assist in communication with clients and scheduling of pickups.

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. Associate or higher degree.
2. Experience and/or education in accounting.
3. Experience in event planning and volunteer coordination.
4. Proficiency in computer software including Microsoft 365 Word, Excel, Teams, SharePoint, Forms and Lists.
5. Knowledge of City of purchasing policies and systems or interest and ability to learn about the policies and systems.
6. Excellent interpersonal, customer service and organizational skills.

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 an \$88.25 background check fee.

For more information and to apply email resume and cover letter to Rachel (gnpcinfo@parks.nyc.gov)

Parks & City Employees: Include your ERN on your cover letter and resume. All candidates please indicate which position you are applying for.

POST DATE: 8/10/2023

POST UNTIL: FILLED

www.nyc.gov/parks

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TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115 nyc.gov/parks