



Position Description:

Public Programs Department

Administrative Associate – Programs and Permitting

Reports to: Vice President - Partnerships, Programming and Events

Approximate Hours/Week: 37.5 **FLSA:** Non-Exempt **Positions Available:** 1

This is a full-time (37.5 hr./week) position. Frequent night and weekend hours are required especially during the programming season which is generally April through October.

Position Summary:

The Administrative Associate – Programs and Permitting (the “Associate”) works within the Public Programs Department and supports permitting for small gatherings, run/walks and sports fields as well as departmental administrative tasks. Reporting to the Vice President of Partnerships, Programming and Events, the Associate will serve as the primary contact for event inquiries and facilitate permitting for the Park’s many athletic fields, numerous small gatherings and run/walk events. The Associate will also assist with administrative tasks related to procurement, purchasing, contract management, and support any other department needs that arise. Balancing the active use of the Park with its primary purpose of providing recreational open space, the role requires strong organizational skills, exceptional customer service and strong written and verbal communication. This support position provides the opportunity to garner experience in event production and permitting.

Background:

The Trust is a public benefit corporation created by act of the NYS Legislature. It is also a 501(c) (3) charitable organization. The mission of the Trust is to construct, maintain and operate a heavily used four-mile-long waterfront park on Manhattan’s west side. Hudson River Park features landscaped public piers and display gardens, lawn areas, ecological planting zones, athletic fields, esplanades, docks, public sculptures and other special features. The Park, one of the longest riverfront parks in the United States, is a beloved, urban recreational paradise. Attracting 17 million visits each year, the Park offers a myriad of recreational and educational activities for local residents and visitors alike and plays a critical role in protecting the Hudson River environment. The Park is approximately 75% complete, and the Trust now has secured sufficient resources to finish all public use areas.

Responsibilities:

- Provide hands-on support for Trust-produced events and outreach activities.
- Collect and track event data and provide reports as requested.
- Guide permittees through the permit process for small gatherings and run/walks.
- Maintain an up-to-date tracking document and an internal events calendar.
- Collect insurance, payment and other documents from permittees.
- Support the Coordinator of Permitting in with seasonal sports field permits.
- Assist in departmental operations and liaise with other Trust departments as needed.

- Assist with administrative tasks related to purchase orders, contracts, payments and refunds.
- Support department needs as assigned.
- Review and respond to public inquiries and direct them to appropriate staff within the department.
- Schedule meetings and take meeting notes.

Required Qualifications:

- Valid driver's license
- Detail oriented
- Customer service experience
- Strong verbal and written communication skills
- Organizational skills
- Proof reading skills
- Calendar management
- Microsoft Office, Adobe, and Google Suite

Preferred Qualifications:

- Bachelor of Arts or Science degree.
- Previous event, permitting or sports management experience.

Compensation/Benefits:

Competitive salary of \$45,000 - \$55,000 (depending on experience) and excellent benefits package including: paid holidays, vacation, sick and personal time, medical, dental and vision insurance, and participation in New York State Retirement System.

Application Process:

Interested applicants are to submit a cover letter and resume to the attention of Human Resources at RESUMES@hrpt.ny.gov. Please note Job Code: **ADMIN ASSOC PP2024** in the subject line of the email. No phone calls please.

More information on the Hudson River Park is available at: www.hudsonriverpark.org

The Hudson River Park Trust is an Equal Opportunity Employer Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988.