



Public Programs Coordinator

Reports to: Vice President of Marketing & Events

FLSA: Non-Exempt

Hours/Week: 37.5

Hudson River Park Trust (the "Trust") seeks a highly motivated, dynamic and action oriented Coordinator to assist and support the Public Programs staff with Park events, athletic field permitting and event sponsorship. Reporting to the Vice President of Marketing, the Coordinator will be responsible for assisting the department's Public Programs Manager with responding to and then managing permit inquiries involving use of public park space. Additionally, the Coordinator will be responsible for assisting staff with event sponsorship outreach, as well as selected grassroots marketing initiatives. The position requires judgment, organization and writing & verbal communications skills, as well as the ability to manage internal and external resources in a timely and creative manner. The successful candidate will have experience in events coordination and event sponsorship while taking public policy and other constraints into consideration.

Background:

The Trust is a public benefit corporation created by act of the New York State Legislature and a 501(c)(3) charitable organization. The mission of the Trust is to design, construct and maintain a prominent, and very heavily used, four-mile long waterfront park on the west side of Manhattan. The Park includes landscaped public piers and display gardens, lawn areas, ecological planting zones, athletic fields, esplanades, docks, public sculptures and other special features. The Trust covers its \$27 million annual operating budget through parking revenue, rents from commercial facilities, permits, fees, grants, donations generated by a "Friends" organization and other private sources. Approximately 75% of the Park has been constructed with a mix of State, City and Federal capital funding. Total investment in all facilities within the Park currently stands at approximately \$540 million.

Responsibilities/Duties (100%)

The Public Programs Coordinator will undertake a variety of daily tasks including, but not limited to:

- Assist in organizing, processing and scheduling Park recreation fields seasonally. Assist in daily oversight of permitted play and maintaining contact with permit holders; 20%

- Assist with event permit processing and coordination for Park walk/runs, small scale special events, promotions and film/photography shoots; 20%
- Support large scale special events production;15%
 - o Conduct park tours for prospective special events
 - o Support department staff in overseeing on-site production of special events
- Respond to public inquiries on emails and phone. Appropriately disseminate information and/or forward inquiries to appropriate staff members; 15%
- Assist with outreach and securing corporate sponsors, 20%
 - o Research potential park sponsors using subscription-based sponsor prospects website, industry resources and publications
 - o Initial sponsor prospect outreach via department-produced correspondence and phone follow-up
 - o Manage department's current and prospective sponsor database
 - o Production of corporate sponsorship agreements;
- Assist with overseeing corporate sponsors' on-site event activations. Ensure that sponsors adhere to the Park's sponsorship activation parameters; 5%
- Assist with procurement of needed supplies etc. while working within required processes; 5%

Required Education, Experience and Essential Functions

- Bachelors of Arts or Science degree or higher with a concentration in events planning, sales and/or marketing
- Minimum of two years of relevant experience
- Previous marketing and/or client management experience is preferred
- Willing and able to work evenings and weekends regardless of weather conditions
- Valid driver's license with a clean history

Essential Traits

- Thrives in a team environment
- Adaptable to fast-changing situations
- Outstanding Customer Service skills

- Ethical Conduct
- Strategic Thinking/Decision Making
- Problem Solving/Analysis
- Collaboration/Congeniality
- Thorough/Detailed/Organized
- Time Management
- Outstanding work ethic
- Excellent Communicator (oral and written)

Compensation/Benefits:

Annual salary of \$38,000 - \$40,000 depending upon qualifications. Hudson River Park offers an excellent benefits package including: paid holidays, vacation, sick and personal time, comprehensive health care benefits, 401(k) program and pension benefits.

Application Process:

Interested applicants are to submit a cover letter describing their interest in the position and a resume Claudia McDade, Director of Human Resources at resumes@hrpt.ny.gov. **Indicate Job Code: Public Programs Coordinator 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 or via email at info@goer.ny.gov.

