



## NORTH BROOKLYN PARKS ALLIANCE

### **POSITION OPENING: OPERATIONS MANAGER (UNDER THE K BRIDGE PARK)**

North Brooklyn Parks Alliance, a nonprofit parks conservancy that serves Greenpoint & Williamsburg, is currently seeking an experienced and energetic Operations Manager to join a new team of people working collaboratively to make Under the K Bridge Park's first season a success.

Founded in 2003 as the Open Space Alliance, the North Brooklyn Parks Alliance (NBK Parks)'s mission is to create an equitable, accessible, and vibrant parks system in North Brooklyn. Working in collaboration with NYS Department of Transportation, NBK Parks designed, manages and operates Under the K Bridge Park, a new seven-acre park in Greenpoint, Brooklyn, opening Spring 2021. In North Brooklyn, where there is simply not enough parkland to ensure safe social distancing for every resident, the addition of seven acres this spring – created and opened during a period of “Pause” – will be a welcome, if not essential, addition to the neighborhood. More than offering physical space, the new park will become a beacon of hope, symbolizing our community's story of resiliency. Visit [nbkparcs.org](http://nbkparcs.org) to learn more about the park and our work.

The Operations Manager is a new full-time, seasonal position (April - October) integral to shaping the future of the park. This is a project management role that brings technical and operational skills to plan, monitor, maintain, and support the park facilities and systems. This role will report to the Executive Director, managing two part-time grounds crew, and working closely with the Head Horticulturalist to implement the overall horticultural vision, and with the Volunteer Coordinator on volunteer stewardship activities in the park.

### **RESPONSIBILITIES**

- Act as the point of contact for park operations and grounds crew, such as facilities troubleshooting, safety protocol, and grounds
- Purchase, track, stock, and maintain park equipment, facilities, and vehicles, as well as COVID-19 and other PPE and first aid supplies at the park
- Manage park grounds crew, including tracking schedules and work hours, assigning priorities and tasks, and issuing equipment (2-way-radios, keys, PPE etc.).
- Create a park operations manual, including events protocol. Work with third party event producers to ensure compliance with established protocol.
- Submit invoices and employee reimbursable expenses to an approved budget as needed

### **QUALIFICATIONS**

- Minimum of 2–3 years of demonstrated successful experience in a operational and/or technical capacity
- Effective interpersonal, communication (oral and written), organizational, and problem-solving skills
- Strong attention to detail and a commitment to quality
- Excellent computer skills, including Excel, Word, PowerPoint, G suite, Photoshop, and InDesign
- Ability to work in a dynamic and fast-changing work environment
- Ability to perform physical labor (lifting 20lb, bending, squatting, etc.) and operate machinery
- Bachelor's degree
- Valid New York driver's license

### **TO APPLY:**

North Brooklyn Parks Alliance is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. NBK Parks is committed to building a culturally diverse community and strongly encourages applications from candidates from underrepresented communities.

**Qualified candidates should submit a cover letter, resume, and salary expectations (as one PDF document preferred) with “Operations Manager” in the subject line to [info@nbkparcs.org](mailto:info@nbkparcs.org).**