



**NORTH
BROOKLYN
PARKS
ALLIANCE**

POSITION DESCRIPTION: Program Coordinator, North Brooklyn Parks Alliance

POSTED: FEBRUARY 27, 2026

APPLICATIONS DUE: MARCH 13, 2026

START DATE: APRIL 1, 2026

OVERVIEW

North Brooklyn Parks Alliance (NBK Parks) is the non-profit conservancy for parks and open spaces in Greenpoint & Williamsburg. We are currently seeking a motivated and energetic individual to join us in ensuring that local green spaces are thriving for the benefit of all North Brooklyn communities. Founded in 2003 as the Open Space Alliance, the North Brooklyn Parks Alliance's mission is to create an equitable, accessible, and vibrant parks system in North Brooklyn.

POSITION SUMMARY

North Brooklyn Parks Alliance seeks an enthusiastic and driven Program Coordinator to provide administrative and on-the-ground support for our organization's diverse public programming, from regular volunteer programs to special events. The Program Coordinator will be highly organized and able to seamlessly manage a dense and dynamic calendar of events, interact with external partners, participate in institutional projects, be positive, flexible, and an excellent communicator.

The Program Coordinator is responsible for supporting the planning and execution of our public-facing events, including, but not limited to: volunteer/stewardship events (like Garden Club, our largest volunteer program); workshops and community visioning sessions; panel discussions, and fundraisers, as well as support partner events across the NBK Parks' public realm network. This role works closely with the Executive, Communications, Horticulture, and Operations Teams to adhere to event planning processes, coordinate logistics, execute documentation and flag obstacles to our event and program planning.

RESPONSIBILITIES

Program Planning & Outreach

- Contributes to the planning and development of public programs and events by participating in team meetings, drafting planning documents, and preparing presentation decks

- Provide high-level administrative support to the creation and maintenance of the seasonal programming calendar in alignment with NBK Parks' mission and community needs
- Fields all public realm programming inquiries and follows the appropriate approval process based on the event type, looping all necessary stakeholders to ensure timely correspondence
- Ensures that our events are promoted to the public in an effective and timely manner, including: securing event descriptions; capturing event partner/contributor information; compiling outreach lists; and creating or gathering promotional assets as needed
- Provides planning and logistical support for flagship events such as the Annual Gala and Annual Summit

Calendar Management

- Fully responsible for the overall calendar of programs and events, while ensuring adherence to individual program timelines, including weekly coordination of all public programming, including communication with staff, volunteers, and ambassadors

Program Management & Execution

- Coordinate and ensure that key staff members are briefed on program details and delegate responsibilities to ensure the timely completion of action items
- Serves as the on-site coordinator during public programs (including Garden Club) , ensuring smooth event setup, execution, and breakdown
- Comfortable speaking in front of large groups and gives clear direction, supports with volunteer management by ensuring use of safe working techniques, proper tool usage, and supports successful project outcomes
- Organizes program supplies and equipment, including tracking inventory and ensuring materials are prepared and returned appropriately for each event
- Maintains meticulous and organized digital filing systems for programming-related documents, media assets, and internal resources
- Supports content creation for social media for newsletters, Instagram, Twitter, etc. in collaboration with the Director of Communications
- Supports internal operations by updating and responding to tasks within project management tools such as [Monday.com](https://monday.com)
- Assists with permit requests, venue reservations, and coordination with city agencies or external partners when applicable

Program Evaluation

- Tracks and records attendance, volunteer hours, and impact metrics for all events and programming activities
- Organizes data and documentation in designated platforms or folders for internal reporting and analysis



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- Assists in evaluating the effectiveness of programs and events by collecting feedback and contributing to recommendations for improvement
- Supports the development of the End-of-Year (EOY) Programming Report by compiling data, success stories, and highlights

QUALIFICATIONS

- 2–4 years of experience in nonprofit programming, event coordination, volunteer engagement, community outreach, or a related field
- Proficient with Apple computers and advanced in key software applications, including Google Workspace, Monday.com, WhatsApp, and Canva
- Strong written and verbal communication skills; comfortable engaging with a range of stakeholders, including community members, partners, elected officials, and internal staff
- Excellent organizational and time management skills; able to prioritize and manage multiple projects simultaneously with attention to detail
- Detail-oriented approach; dedicated to accuracy and timeliness
- Alignment with NBK Parks' mission, values, and commitment to public space stewardship and community engagement
- Enthusiastic about parks, public spaces, community development, public realm maintenance, horticulture, or environmental education
- Willingness to work evenings and weekends as needed; compensatory time off is provided
- Capable of performing physical tasks, including lifting up to 30 lbs and working outdoors in various weather conditions
- Values collaboration and aims to contribute positively to a supportive, inclusive team culture

COMPENSATION AND HOURS

This is a full-time, exempt, position that requires both office-based work and on-site event management across North Brooklyn. . This role requires approximately 40 hours per week, and requires a varied schedule including days, evenings, and weekends - generally, a flexible schedule is important and determined by the organization's public program schedule. The salary for the Program Coordinator position is \$55,000 annually. This position is eligible for our health benefit program (including medical, dental and vision insurance) at the end of a three-month introductory period. NBK Parks covers 100% of health insurance premiums.

SUBMITTING YOUR APPLICATION

Qualified candidates should submit a cover letter and resume (as one PDF document) via email with "2026 PROGRAM COORDINATOR" as the subject line to jobs@nbkparks.org. We will contact only those individuals whose applications are being considered.

ABOUT NBK PARKS

North Brooklyn Parks Alliance's (NBK Parks), formerly known as Open Space Alliance, was founded 20 years ago in 2003. The organization is dedicated to fostering a vibrant and equitable network of parks and open spaces in Greenpoint and Williamsburg. nbkparks.org / [@nbkparks](https://www.instagram.com/nbkparks)

ABOUT UNDER THE K

Under the K Bridge Park is located under the Kosciuszko Bridge in Greenpoint, Brooklyn. When Under the K opened in 2021, it transformed seven acres of formerly underutilized land in Greenpoint's Industrial Business Zone into a space where culture and nature can thrive together. The park is programmed and maintained by the North Brooklyn Parks Alliance through an agreement with the New York State Department of Transportation. [@underthek](https://www.instagram.com/underthek)

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.