

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

DEPARTMENT OF PARKS & RECREATION

## DIVISION

Randall's Island Park Alliance

ADDRESS1 Randall's Island

ADDRESS2 New York, NY

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## AGENCY DESCRIPTION (Max characters 3000)

The New York City Department of Parks and Recreation manages 14 percent of the land in New York City. These assets range from playgrounds and large parks, to tranquil wooded areas and miles of beaches. Parks serve as New Yorkers' backyards, as meeting areas for outdoor play and recreation - but also as critical engines for economic growth and development.

NYC Parks' mission is to plan resilient and sustainable parks, public spaces, and recreational amenities, build a park system for present and future generations, and care for parks and public spaces to benefit New Yorkers across the five boroughs.

Through an effort to improve the quality, accessibility, efficiency and sustainability of our city parks by increasing investment in underserved neighborhoods and expanding parkland: NYC Parks' **Community Parks Initiative**, at the center of the Mayor's plan, is completely redesigning and reconstructing parks in neighborhoods across the city with the greatest needs --35 of which are nearing the construction phase.

NYC Parks is also leading in innovative park design with **Parks Without Borders**, a new design approach that focuses on improving park entrances, edges, and spaces adjacent to parks. By extending parks into communities, Parks Without Borders will improve New Yorkers' access to quality parks.

Ongoing work to care for our parks has:

- Reconnected the City's two most northern boroughs, Manhattan and The Bronx, when NYC Parks' historic High Bridge was reopened.
- Re-energized Flushing Meadow Corona Park in Queens, one of New York's largest parks, drawing visitors from around the globe.
- Reinforced our commitment to growing greenspaces by meeting our goal to plant 1,000,000 trees.

The work of the agency goes far beyond the maintenance of New York City's nearly 30,000 acres. Parks is the City's leading programmer of cultural, athletic and social activities, including nature walks, concerts, learn-to-swim classes, sports clinics, historic house tours, and much more. Each year Parks hosts annual events such as WinterJam, Adventures NYC, and the Fall Field Day.

The Parks Commissioner is appointed by the Mayor to oversee and direct the work of the agency. The Commissioner appoints Deputy Commissioners, Borough Commissioners, and Assistant Commissioners who are responsible for managing the agency's divisions. These senior officials supervise the work of thousands of Parks employees. They work with elected officials to complete capital improvements for parks, playgrounds, and recreation centers. They work with the private sector to sponsor free public events. They get the community involved in Parks through volunteer initiatives and educational and athletic programming in recreation and nature centers. They prepare Parks' budget and monitor the work of Parks' ice-skating skating rinks, golf courses and other concessions.

## UNIT DESCRIPTION (Max characters 1000 )

The Randall's Island Park Alliance, Inc. (RIPA) is a 501(c)(3) non-profit organization that works with the City of New York and local communities to provide an innovative and exciting destination through a wide range of sports venues, public programs, cultural events, and environmental exploration. As the dedicated steward of Randall's Island Park, the Alliance sustains, maintains, develops, and programs the Park to support the wellbeing of all New Yorkers. The Development department is responsible for planning and implementing a comprehensive fundraising program to secure philanthropic contributions to support the Park from individual, corporate and foundation sources.

## POSITION TITLE (Max characters 100)

Randall's Island Park Alliance Development Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

The Development Intern will work closely with Randall's Island Park Alliance (RIPA) Development Staff to build skills in prospect research, donor communications, database management and event planning. This opportunity would be ideal for candidates planning to pursue a career in development or nonprofit administration. Assignments would include:

- Draft content for development communications including direct and online appeals, e-blasts, event-related materials, and website.
- Conduct prospect research (particular focus on individual donors) and support major gift proposal drafting and packaging.
- Assist in generating donor analytic reports. □ Assist with event planning and execution.
- Participate in special projects and perform other related duties as directed.
- Perform general administrative duties including, but not limited to filing, faxing, photocopying, scanning, sending emails and data entry.
- Provide support to the RIPA administrative staff, as needed.

This description is not an exclusive or exhaustive list of all internship functions that an intern in this position may be asked to perform from time to time.

## QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500 )

- A bachelor's degree from an accredited college or a current undergraduate student.
- Must be willing to commit to a minimum of 15 hours/week, with occasional weekend hours.
- Outstanding communication and writing skills.
- Excellent planning and organizational skills, as well as strong attention to detail.
- Motivated and punctual, able to work both independently and as part of a team.
- Proficiency with Microsoft Office applications.
- Proficiency with Excel spreadsheets, formulas and formats.
- Ability to maintain confidentiality

## APPLICATION PROCESS (Max characters 700 )

Please email cover letter and resume to [Leslie.Nusblatt@parks.nyc.gov](mailto:Leslie.Nusblatt@parks.nyc.gov)

## SALARY RANGE

Unpaid

Internship may be used to fulfill college credit requirement

## ADDITIONAL INFORMATION / COMMENTS (Max characters 700 )

- Interest in nonprofit management and/or fundraising.
- Experience with Raiser's Edge preferred.