



POSITION DESCRIPTION:

Community Engagement Manager

Friends of the High Line (FHL) is the NYC Department of Parks & Recreation's non-profit partner working to ensure the park on the High Line is maintained as a great public place for all New Yorkers and visitors to enjoy. In addition to overseeing the maintenance, operations, and public programming for the High Line, Friends of the High Line is currently working to raise the essential private funding to help complete the High Line's construction and create an endowment for its future operations.

Job Description

The Community Engagement Manager is primarily responsible for the implementation and evaluation of FHL's community engagement activities, which include public programs, community meetings and public gatherings, internships, employment recruitment, and more. The position reports to the Director of Public Programs, Education, & Community Engagement and works closely with many departments, including Visitor Services, Food & Revenue, Art, Communications, and Operations. Enlisting the input and involvement of colleagues and community leaders, the Manager identifies and implements opportunities for involvement between the High Line and its surrounding communities and other constituencies.

Responsibilities Include

- Schedule, implement, and periodically suggest new community-based programs, partnerships, and other engagement initiatives;
- Identify, initiate, and deepen relationships with various community stakeholders;
- Implement meetings, surveys, and other ways for communicating with, and receiving feedback from, the community about the High Line and its initiatives;
- Attend community meetings on behalf of FHL to hear community concerns, provide information about community engagement, and advocate for participation;
- Attend non-FHL programs and events relevant to better understand community interests and activities;
- Maintain various databases of groups of stakeholders;
- Create mechanisms for internal and external evaluation of engagement initiatives;
- Distribute information to the community and broader publics through multiple channels;
- Distribute information to FHL staff and volunteers regarding engagement activities;
- Successfully integrate engagement work into many FHL Departments and enlist the support of FHL staff to do so;
- Compile collected information for Director of Public Programs to regularly present to FHL Board and staff leadership.

Qualifications

This position requires a bachelor's degree and three or more years of community organizing or other related experience. The successful candidate will demonstrate the following:

- Experience and success working in partnership with local residents and community organizations;
- Familiarity with the neighborhoods surrounding the High Line is preferred;
- Effective communication, both in person and in writing (fluency in Spanish is strongly preferred);
- Ability to work well with a diverse group of staff and volunteers;
- Success at managing a wide array of tasks and projects and an ability to thrive in a fast-paced work environment;

- Willingness to work select weekends throughout the summer and fall and to occasionally adjust hours to accommodate the needs of the job;
- Excellent organization and planning skills;
- Basic computer skills on a Windows system (knowledge of Raiser's Edge preferred);
- Sense of humor;
- Passion for the High Line, New York City, and the outdoors.

To Apply

Please submit your cover letter and resume to jobs@thehighline.org. Only those whose applications are being considered will be contacted.

Friends of the High Line is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.