



Daffodil Distribution Coordinator

New Yorkers for Parks (NY4P) is the independent non-profit organization championing quality parks and open spaces for all New Yorkers in all neighborhoods. We provide the tools that help communities build better parks for better neighborhoods. For over 100 years, NY4P has advocated for all of New York City's parks, beaches, and playgrounds.

Project and Responsibilities

NY4P's Daffodil Project is the largest annual volunteer effort in NYC history. It is a living memorial to the victims of 9/11 and Covid-19, a celebration of the New Yorkers championing parks equity in their communities, and a catalyst for citywide civic engagement advancing NY4P's call for allocating 1% of the city budget for NYC Parks.

The Daffodil Distribution Coordinator will support NY4P's Director of Advocacy & Programs in the planning and facilitation of the distribution of daffodil bulbs at five bulb distribution sites around the city (one in each borough) and bulb planting events, as well as other related administrative and logistics tasks as needed.

The Daffodil Distribution Coordinator

- Assists in planning Daffodil Project event logistics and with day-of execution of bulb giveaways in each borough, planting events at parks and schools, and working with community, corporate, and government partners
- Maintains Daffodil Project event data in Excel spreadsheets
- Assists with management of the project timeline, tracking participation information, and recording project outcomes
- Assists with transportation of bulbs and planting supplies to all events
- Maps locations of participant plantings on Google Maps
- Assists in responding to participant inquiries via phone and email
- Carries out other duties as assigned

Role Details & Schedule

This is a seasonal, non-exempt, part-time role which is compensated at the rate of \$25/hour and which is not eligible for participation in NY4P's employee benefits programs.

This role starts in early September and ends in early October and will generally work approximately 14 hours per week, including some evening and weekday shifts, in addition to the day-long bulb distribution events listed below. Candidates must be available to work all of the following dates:

- Sunday, September 17: Manhattan
- Saturday, September 23: Bronx
- Sunday, September 24: Queens
- Saturday, September 30: Staten Island
- Sunday, October 1: Brooklyn

Qualifications & Requirements

Candidates should have experience in event planning and/or community outreach or related fields and must be comfortable working with a variety of people and groups, including organization and individual partners, school children and educators, and corporate partners. Candidates must be willing to start the workday early and get dirty at bulb distributions and plantings.

Strong writing and excellent communication skills are required -- Spanish and/or Chinese language skills preferred. Candidates must be able to lift 30-40 pounds and have a valid NYS driver's license and proficiency with the Microsoft Office suite. Prior horticultural experience is a plus.

To Apply

Please send a résumé and cover letter in a single PDF document to jobs@ny4p.org. Applications will be reviewed on a rolling basis until the position is filled.

New Yorkers for Parks is an Equal Opportunity Employer and does not discriminate based on age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies. In addition, New Yorkers for Parks will provide reasonable accommodations for qualified individuals with disabilities.