



# PHILADELPHIA PARKS & RECREATION

## **Hiring an Administrative Assistant (seasonal staff position) for the Stewardship Unit**

Philadelphia Parks & Recreation (PPR) is seeking a 9-month seasonal administrative assistant for the Stewardship Unit. The Stewardship Unit exists to engage and support Philadelphia residents in the care of their neighborhood and watershed parks. Focusing on collective engagement, the Stewardship Unit acts as an intermediary between park friends and Philadelphia Parks and Recreation. Our unit also offers environmental stewardship service opportunities for Philadelphia residents to participate in the park system and connect to nature.

### **Skills/Qualifications**

Applicant must:

- Be a Philadelphia resident
- Possess excellent communication skills
- Be highly organized
- Be proficient in Microsoft Office Suite

### **Responsibilities**

- Provide exceptional customer service to community members and Park Friends Network groups. Act as an intermediary between community members and PPR, find answers to questions and follow up with community concerns
- Maintain and communicate a calendar of events for over 100 Philadelphia parks
- Guide community members through Friends & Community Groups Special Event Permit applications
- Assist with organizing city wide Park Friend Network Events
- Assist with database management
- Manage the scheduling of a 6 week summer camp program
- Manage office supply and uniform orders
- Note taking and transcription

### **Duration**

- This is a 9-month position, from February-November 2019
- 35 hours per week

Compensation: \$15/hour

**Candidates should email a resume and cover letter to:**

Elisa Ruse-Esposito  
Stewardship Manager  
[pprstewardship@phila.gov](mailto:pprstewardship@phila.gov)

*Interviews for qualifying candidates will be conducted on a continual basis.*