



## **FRIENDS OF THE RAIL PARK PUBLIC PROGRAMS MANAGER**

### **About the Friend of the Rail Park**

Friends of the Rail Park (FRP) is the 501(c)3 organization working to make the 3 mile vision for the Rail Park a reality through cross-sector partnerships and community collaboration. For more about FRP, check out [therailpark.org](http://therailpark.org).

### **About the Public Programs Manager Position**

The Public Programs Manager will collaborate with a wide range of people to create programs and experiences that explore, translate and bolster FRP's vision, mission and values to a diversity of audiences and interest groups. More specifically, the Manager will lead FRP's 2021 public programs, which includes two key projects: 1) the creation, launch, and content development of the Rail Park Digital Hub, a digital archive and cultural asset map of the 10+ neighborhoods that the Rail Park vision transverses; 2) the intergenerational Parks for Chinatown + Rail Park Youth Ambassador program, focused on Phase One of the Rail Park and supporting the multifaceted communities and networks that surround it.

This is a ten month contract position, with possibility for extension.

**Reports to:** Executive Director

### **Our Ideal Candidate is**

- Part creative director, part community organizer, and well networked in Philadelphia
- Brings a mature equity lens to their work
- Excited about utilizing technology and working in both digital and in-person formats
- Skilled at building and strengthening relationships, and working with the Rail Park's many diverse partners, including, but not limited to, neighborhood residents, Philadelphia Parks and Recreation, cultural and educational institutions, and small business owners
- Excited by the challenges and joys of working on a complex project with short term needs that feed into a long term vision
- Sets ambitious goals and gets things done
- And has 4-6 years experience building and managing programs.

## **What You Will Accomplish**

- Working with the Executive Director, assemble and manage a team of storytellers, journalists, ecologists, artists, and resident leaders, to design and implement community engagement activities across a variety of themes, topics and interest areas relevant to the Rail Park
- Work in both digital and in-person capacities, observing the latest public health requirements
- Coordinate with design team to create digital platforms and print collateral in support of projects and engagement activities
- Working with the Committee Chair, leverage FRP's Community Engagement + Programming Committee's skills and expertise to further the 2021 program goals and deliverables
- With external partners and collaborators, design and coordinate outreach, work plans, and roles related to Rail Park projects and programs such as Parks for Chinatown, Elder Hour and the Rail Park Youth Ambassador Program
- Ensure project deadlines and deliverables are met
- Establish ongoing community feedback and assessment mechanisms to measure progress, impact, and areas for improvement
- Work with FRP Communications Manager to align engagement and communications strategies with organizational priorities and opportunities
- Coordinate occasional Rail Park installations and rentals in partnership with Philadelphia Parks and Recreation and other partners as needed.

## **What We'll Look For**

- Project management experience coordinating complex projects with many moving parts
- Experience working in both digital and in person environments
- Available to manage regular programming, including some nights and weekends
- Deep experience in community engagement and/or community organizing and applying related practices
- Knowledge of Rail Park adjacent communities, particularly Chinatown North and Callowhill
- Able to communicate FRP's mission and vision across diverse sectors, populations and settings
- Skilled at managing a budget
- Adept at setting planning goals in line with organizational priorities and available resources
- Can move multiple projects forward by maintaining a high level of autonomy and organization while delivering a high-quality work product
- Dedication to FRP's mission and objectives
- Thrives in a fast-paced, deadline-driven, collaborative environment
- Sound judgment and integrity with discretion in handling sensitive information
- Proficiency in oral and written Mandarin and/or Spanish a plus.

## **Compensation**

Commensurate with experience. This is a project-based, contract position and does not include benefits.

## **To Apply**

Send a cover letter, resume or CV, and work samples or portfolio to [jobs@therailpark.org](mailto:jobs@therailpark.org). Please PDF and name your files “[Last Name\_First Name]\_Resume”, “[Last Name\_First Name]\_Cover Letter” and follow the same naming convention or link to work samples or portfolios. FRP will begin reviewing applications on March 12, 2021, with phone screens to begin the week of March 15, 2021.

No phone calls or emails please.

*Friends of the Rail Park is an Equal Opportunity Employer and having a diverse staff is a fundamental principle, where employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, pregnancy, sexual orientation/affectional preference, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law.*

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