



NoMa Parks Foundation
Position: NoMa Parks Fellow
Position Type: Fellowship (Part-time; summer)
Compensation: Paid

POSITION DESCRIPTION

The NoMa Parks Fellow will assist the NoMa Parks Foundation (Foundation) staff in fulfilling its mission to establish welcoming, sustainable, beautiful spaces where people can play, refresh and connect in NoMa. The Foundation is actively working to develop parks throughout the neighborhood in partnership with the District of Columbia Government and community stakeholders. The Foundation currently has several projects under or soon-to-be under construction.

As the parks in NoMa are developed, the Foundation will pursue additional opportunities for neighborhood improvement and the documentation of progress to date. The Fellow will assist the Foundation with preparing communications and/or case studies; identifying grant opportunities with public and philanthropic entities; writing updates for reports or websites; and other tasks related to ensuring the delivery of a world-class set of parks and public spaces. An ideal candidate will have strong writing, research, and analytical skills; the ability to work independently following general direction; and an interest in parks, neighborhood development, civic amenities, or public-private partnerships.

ABOUT THE NOMA PARKS FOUNDATION

The NoMa Parks Foundation was formed in 2012 to establish welcoming, sustainable, beautiful spaces where people can play, refresh and connect in NoMa, now and for generations to come.

The rapid transformation of NoMa into a true mixed-use, urban neighborhood has highlighted the importance of creating great parks and public spaces. More than 36,000 people live within 4/5 of a mile of First and M Streets, NE, and the population is projected to double in the next 10 years. However, publicly-accessible parks, playgrounds, and plazas in the area are severely limited. Parks are urgently needed to serve the neighborhood's residents, office workers, and visitors. At the same time, undeveloped land is becoming more scarce each year as development takes place on the remaining empty lots. The creation of refreshing, inviting parks and public spaces — an opportunity to be seized before it is too late — will enhance the lives of people in NoMa today and in the future. More about the NoMa Parks Foundation and its current activities and initiatives can be found at nomaparks.org.

HOURS AND DURATION

Part-time, 20-25 hour-a-week commitment between the hours of 9:30 a.m. – 5:30 p.m. Monday – Friday during the summer of 2019. The hours worked per week and term of the Fellowship are negotiable.

QUALIFICATIONS

Strong Microsoft Office Suite (Word, Outlook, Excel, and PowerPoint) and writing skills are required. Working proficiency with Adobe InDesign and Photoshop are preferred. Strong candidates will be detail-oriented and excel at seeing tasks through to completion. Bachelor's degree required. Graduate

students or post-graduate professionals in communications, public administration, non-profit management, urban planning, or related fields preferred.

HOW TO APPLY

To apply, please send a resume and cover letter to Otavio Thompson, Administrative Director, at careers@nomabid.org. The deadline for submissions is Tuesday, May 21st at 5:00 PM.