



**Job Description: Special Projects Manager
Friends of the High Line (FHL)**

FHL seeks a Special Project Manager. This position is responsible for coordinating with current staff to manage special projects including business outreach, community outreach, volunteer coordination, marketing, archiving, community events, and education programs.

- **Community Outreach:** creating and managing programs and events that increase community engagement; developing strategies for engaging the participation of lower income, minority, and senior community residents in design, programming, and operating decisions; attending meetings of relevant community groups (often in the evening); interacting and building linkages with our current support base of design professionals and the neighborhood's art and fashion communities.
- **Local Business Outreach:** creating and managing programs that build relationships with local businesses; developing programs resulting in partnerships with local businesses that support all programs, including marketing, fundraising, education, and local resident outreach; keeping local businesses informed of recent developments.
- **Volunteer Coordination:** maintaining and increasing volunteer base; answering volunteer requests; maintaining volunteer contact information in database; notifying volunteers of volunteer opportunities; scheduling, screening, and overseeing volunteers for events; keeping volunteers informed of recent developments.
- **Marketing:** managing the creation and distribution of marketing materials and proprietary merchandise.
- **Organizational Archiving:** managing the cataloging and archiving of all materials including press clips, photographs, maps, video footage, and historical materials.
- **Community Events:** coordinating community events, exhibitions, and street fairs, including scheduling events, arranging venues, publicizing events, coordinating volunteers, and tracking attendees.
- **Education Program:** corresponding and coordinating with educators; acquiring materials and supplies for programs; locating locations for classes; attending classes, openings, and presentations.

Base Qualifications: Applicants should have a BA or equivalent. One year or more previous work experience in relevant fields is a plus.

Starting Salary: Mid 30s.

To apply, send a resume and cover letter via postal mail and/or e-mail to:

Rick Little
Director of Operations
Friends of the High Line
430 West 14th Street, Suite 304
New York, NY 10014
rick@thehighline.org

No phone calls, please.

FHL is an equal opportunity employer. All qualified candidates are encouraged to apply.