

## **Natural Heritage Trust Employment Announcement**

Title: Connect Kids Program Coordinator  
Agency: Natural Heritage Trust  
Agency Assignment: NYS Office of Parks, Recreation and Historic Preservation  
Location: 625 Broadway, Albany NY  
Compensation: \$60,000 and benefits package  
Work Schedule: Full Time: 37.5 hours week: Monday-Friday

### **Organizational Backgrounds**

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The Natural Heritage Trust (NHT) is a New York State public benefit corporation. Established in 1968, the NHT's mission is to receive and administer gifts, grants and other funds to further public programs for parks, conservation and historic preservation purposes of the State of New York. The NHT is governed by a four-member Board of Directors comprised of the Commissioner of the Office of Parks, Recreation and Historic Preservation, the Chair of the State Council of Parks, the Commissioner of the Department of Environmental Conservation, and the Secretary of State.

The Office of Parks, Recreation and Historic Preservation (OPRHP) is a state agency within the New York State Executive Branch that is responsible for the care and management over 215 Parks and Historic Sites. Collectively, these public facilities provide both residents and visitors access to natural, historic and scenic resources with opportunities for outdoor recreation and places to learn about New York's rich cultural heritage.

The Division of Environmental Stewardship and Planning is dedicated to the protection, conservation and resiliency of the State Parks and Historic Site system. By working collaboratively with stakeholders and partners, the Division provides education, training, and tools necessary to make informed decisions that balance responsible recreation with the needs of the natural environment. These efforts will ensure a robust and sustainable parks system now and for generations to come. This position will be Bureau of Stewardship under the Environmental Education and Interpretation Section. This Section is responsible for the development, coordination, and administration of a comprehensive environmental education program for the agency.

The selected candidate for this position will be an employee of the NHT with work conducted under the supervision of OPRHP Bureau of Stewardship in the Division of Environmental Stewardship and Planning.

### **Description of Duties**

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This is slated to be a one-year position but could potentially be extended. The Connect Kids Program Coordinator will manage the Connect Kids Field Trip Transportation Grant and the Connect Kids SWIMS Program. The role of this position will be to coordinate the startup of the SWIMS Program and transition both programs out of the Stewardship Bureau and into the Bureau of Grants at NYS Parks. Connect Kids is a reimbursement grant program that provides opportunities for schools and other eligible applicants to visit state and federal lands in NYS and have the allowable transportation costs and other associated program fees reimbursed approved sites throughout the state.

#### Specific Duties:

- Oversee the management, development, and implementation of the Connect Kids Grant Programs.

- Coordinate with State Agencies and partners to facilitate success of Connect Kids Programs
- Transition the Connect Kids Program into Park's Grants Bureau.
- Communicate with staff at eligible destinations on program objectives and promotion.
- Prepare written reports on status and program overview.
- Review, approve, and process applications and reimbursements.
- Troubleshoot issues that may arise with database management side or the implementation side of the program.
- Maintain and update the Access database.
- Guide new program applicants through the application process and program updates.
- Train new hires on Connect Kids program application and reimbursement procedures.
- Provide guidance, technical assistance, and training to customers to facilitate program processes.
- Build report queries, and perform quality assurance activities

## Qualifications

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### Required:

- Bachelor's degree or higher in accounting, business administration, business management, human resources, economics, finance, public administration, public policy, political science, planning, statistics, operations research, mathematics, or a related field.
- Work experience where your primary responsibilities fall into at least one of the following areas: resolving difficult transactional processing issues; accounting and auditing functions; account reconciliation; or serving customers by explaining program requirements or resolving issues.
- Experience in serving customers by explaining program requirements or resolving issues.

### Preferred:

- Excellent customer service background
- Experience working with schools or nonprofit groups, to promote outdoor activities.
- Enthusiastic proponent of outdoor experiences especially in underserved communities.

## Additional Comments

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NHT is committed to building and encouraging an inclusive workplace that strives for respect and promotes and values diversity. We believe that organizations that are diverse in age, gender identity, race, sexual orientation, physical or mental ability, ethnicity, and perspective, or any other trait that makes an individual unique, are proven to be better organizations. Please consider joining the team as we work together to build a welcoming workplace where employees recognize their unique characteristics, skills, and experiences are respected, valued, and celebrated.

To support our employees, NHT provides a generous benefits package similar to what is offered to New York State employees. Our total compensation package includes, but is not limited to, leave benefits (14 paid holidays as well as paid vacation, sick, and personal leave); a comprehensive health insurance program including medical, prescription drug, dental, and vision plans; and membership in the NYS Employees Retirement System. Additionally, employees may be eligible for partial remote work schedules.

## How to Apply

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Applicants must submit a cover letter and resume via email: [DESP.help@parks.ny.gov](mailto:DESP.help@parks.ny.gov)

Deadline: COB, May 22, 2024

Contact: Sarah Davies  
NYS Office of Parks, Recreation and Historic Preservation  
[Sarah.davies@parks.ny.gov](mailto:Sarah.davies@parks.ny.gov)

*It is the policy of the State of New York and NHT to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service, member status, marital status, domestic violence victim status, genetic predisposition or carrier status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception. The NHT is an equal opportunity/affirmative action employer.*

*Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide their current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Office of Employee Relations at (518) 474-6988 or via email at [info@oer.ny.gov](mailto:info@oer.ny.gov).*