



**NoMa Parks Foundation**

**Position: NoMa Parks Fellow**

**Position Type: Fellowship (Part-time)**

**Compensation: Stipend (\$1,500 per month)**

**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 in development, with others to come in the future.

The Fellow will conduct research on park precedents and best practices, identify grant opportunities with public and philanthropic entities, prepare grant applications and/or reports, develop communication materials and participate in online engagement including social media, and assist with planning activities for NoMa Parks projects. Depending on the candidate's experience, additional tasks may include collecting data and creating maps, charts, and other collateral to visually communicate information regarding parks projects.

**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](http://nomaparks.org).

**HOURS AND DURATION**

Part-time, 20 hour-a-week commitment between the hours of 9:30 a.m. – 5:30 p.m. Monday – Friday starting on Tuesday, September 6, 2016. Occasional evening meetings (1-2 monthly). The term of the Fellowship is negotiable, through the Fall academic term, with the potential for extension.

**QUALIFICATIONS**

Strong Microsoft Office Suite (Word, Excel, and PowerPoint) and writing skills are required. Working proficiency with Adobe InDesign and Photoshop are preferred. Applicants with experience writing for websites or social media strongly encouraged. Bachelor's degree required. Graduate students in

planning, landscape architecture, architecture, public administration, non-profit management, communications, or related fields preferred.

**HOW TO APPLY**

To apply, please send a resume and cover letter to Stacie West, Director of Parks Projects, at [swest@nomaparks.org](mailto:swest@nomaparks.org). Applicants who apply by Friday, August 12, will be considered for interviews to be conducted during the week of August 15-19. Work samples in PDF format are encouraged but not required. No phone calls, please.