

# Battery Park City Authority

## A City within a City

The Hugh L. Carey Battery Park City Authority is a New York State public benefit corporation whose mission is to plan, create, coordinate, and sustain a balanced community of commercial, residential, retail, and park space within its designated 92-acre site on the lower west side of Manhattan. There is a recognition that, as development of new parcels is completed, the importance of maintenance within the mission will become more significant.



## Come Grow with US!

### Great Community!

### Great Benefits!

### Great Work Culture!

<b>Job Title:</b>	<b>Seasonal Permit Associate</b>
<b>Job Status:</b>	<b>Seasonal</b>
<b>Salary:</b>	<b>\$18.00-\$22.00 per hour</b>
<b>Department:</b>	<b>Administration</b>
<b>Location:</b>	<b>200 Liberty Street 24<sup>th</sup> Floor, New York, NY 10281</b>

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#### POSITION SUMMARY:

Assist the Event Coordination and Management Department in the planning, coordinating, processing and distributing permits for Battery Park City.

#### Responsibilities:

- Create and manage an e-library of processed permits on the Authority's SharePoint site)
- Maintain a Master Calendar for Authority permitted events

200 Liberty Street, 24<sup>th</sup> floor, New York, NY 10281

[www.bpca.ny.gov](http://www.bpca.ny.gov)

- Coordinate, prepare, and issue permits as directed
- Ensure permit compliance by conducting site visits of permitted events, including those that take place on the weekends or evenings
- Monitor incoming online application requests for permits as well as the Permit Inbox
- Ensuring event dates requested do not conflict with the Authority's Parks Programming events or other permitted events; Work closely with the Senior Permit Coordinator on posting and coordinating BPCA permit calendar of events with MIS to be posted on SharePoint
- Act as the liaison between the Authority and its insurance vendor regarding permittee's insurance requirements, as directed by the Associate Director of Event Coordination and Management
- Attending and conducting walkthroughs to scout potential locations, including ensuring safety/any impact on the company as needed;
- Communicate with permit applicants and other departments as necessary to assist with the processing of the permits;
- Perform other duties as directed by the Director of Event Coordination and Management

**Education And Experience:**

- A High School Diploma or GED is required. Experience in recreation, public programs, or related field is highly desirable.

**Competencies:**

- **Planning and Organization** - Coordinate resources and budgets to meet deadlines or achieve targets
- **Professionalism and Ethics** – Set a positive example for others by following high ethical standards
- **Strategy and Innovation** – Focus on the big picture, ensuring that goals and objectives are strategically aligned with the organization's vision and mission

**Skills:**

- Excellent interpersonal, problem-solving, and writing skills
- Strong attention to detail
- Team player
- Capable of working under pressure and additional hours as needed (possibly during evenings and weekends)
- Work well both independently as well as with others

[Apply](#)

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. All people with disabilities are encouraged to apply.