



Position Title: Project Specialist

Full-time (40 hours)

In-Person/Non-Remote

Position located at the Forever Balboa Park offices in the House of Hospitality, Balboa Park

Reports to: Director of Planning, Design and Programs

Our Commitment

Forever Balboa Park's mission is to sustain, envision, and enhance Balboa Park for all visitors in partnership with the City of San Diego, other park organizations, and the community. Forever Balboa Park welcomes people of all backgrounds, identities, and beliefs to join us in achieving our mission. We place diversity, equity, and inclusion at the heart of our recruiting efforts, and strive to build a culture centered on mutual respect, equal treatment, and the opportunity to succeed.

Position Summary

As a newly created non-profit organization resulting from a merger, Forever Balboa Park has a long history as an active leader in the park through park improvement projects, programs, and advocacy. We realize our mission via a staff of 16 full time employees, several hundred volunteers, and a volunteer board. The Project Specialist is responsible for assisting the Director of Planning, Design, and Programs with the daily operations of the park improvement department to help facilitate and coordinate the success of all Forever Balboa Park projects and programs. Projects and programs examples are: tree inventory database management, garden enhancement and restoration, park volunteer curriculum development and coordination, etc... Our generous benefits package includes paid time off, health insurance, dental insurance, vision insurance, life insurance, long-term disability insurance, and a 403(b) retirement plan with a 5% employer match. Compensation commensurate with experience.

- Contribute to project and design work, and produce informational materials, conceptual plans, and renderings for the organization to promote park projects.
- Help prepare cost benefit analysis for projects and provide accurate and timely project data for funders, board of directors, and stakeholder reports.
- Work with construction and landscape contractors and park partners to schedule meetings and project work, as well as design, plan and install park improvement projects.
- Work with Parks & Recreation partners to facilitate and coordinate park improvement projects and programs.
- Coordinate park improvement projects with and without volunteers.
- Provide additional support for volunteer programs and events as needed.
- Assist with coordinating stakeholder input and feedback for project presentations to various committees (Park Improvement Committee (PIC), Parks and Recreation Board, Balboa Park Committee, etc.).
- Assists with facilitating meetings including convening and scheduling for the horticulture working group and Park Improvement Committee meetings, including minute taking and distribution.



- Work with External Relations staff to promote projects and other park improvement program opportunities on social media platforms, traditional press and media channels, and in-person outreach.
- Respond to general park project public inquiries in coordination with the department lead.

Education and Experience

- We welcome applicants with diverse training and professional experience in fields ranging from landscape design to project management, obtained through college, a technical/vocational program, or equivalent experience
- Demonstrated experience with iterative design, feedback, and revision loop process for project development, design, implementation, and evaluation
- Minimum 2 years of experience in a comparable role

Knowledge, Skills, and Abilities

- Excellent time management and organizational skills
- Effective communicator
- Ability to work well both independently and with a team and display excellent follow through and self-motivation
- Capacity to take direction and embrace constructive feedback
- Ability to work professionally and collaboratively in a team setting and semi-open office environment
- Strong attention to detail, yet able to see the broader picture
- Proficiency with office software and applications (e.g. MS Word, Excel, PowerPoint, Google Suites and mail platforms) and with design software (e.g., InDesign, Photoshop, AutoCAD, or others) required.

Physical Demands:

- Must be able to lift 40 lbs.
- Some bending, stooping, and kneeling
- Valid driver's license required
- Ability to perform repetitive tasks 70% of the time, including sitting for significant time at a desk working with a computer
- Ability to communicate orally and in written formats
- Visual acuity to perform tasks
- Must be able to work with basic landscape tools outdoors for extended time periods
- Must be able to set up and take down canopy for volunteer info booths
- Visual acuity to perform tasks
- Ability to receive and document detailed information through oral communication
- Some weekend, early morning or evening work on a monthly cycle

Language Skills

- Ability to write routine reports and correspondence.



- Ability to speak effectively before groups or individuals.
- Bilingual speaking abilities in Spanish a plus.
- Ability to effectively communicate with external vendors and contractors.

This job description describes the general nature and level of work expected of people assigned to this job. It is not intended to include all duties & responsibilities. Duties, responsibilities and related activities may change at any time with or without notice. The order in which the duties & responsibilities are listed is not significant. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of their role.

Forever Balboa Park is an equal opportunity employer. Forever Balboa Park is committed to providing an inclusive and welcoming environment for all members of its staff, visitors, volunteers, subcontractors, vendors, and donors. We do not and shall not discriminate on the basis of race, color, religion, creed, gender identity, gender expression, age, national origin or ancestry, disability, marital status, sexual orientation, or military status, in any of our activities or operations. These activities include but are not limited to hiring and firing of staff, selection of volunteers and vendors, and provision of services. We will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant.

All qualified candidates please submit resume and cover letter to: hr@balboapark.org
No phone inquiries, please.