



**GrowNYC**  
100 Gold Street, Suite 3300  
New York, NY 10038  
[www.grownyc.org](http://www.grownyc.org)

**Position Available: Manager, Recycling Champions Program**

**Application Deadline: May 20, 2016**

**Recycling Champions Program Information**

One of the key elements of Mayor DeBlasio's *OneNYC*, is a goal to divert 90% of the City's solid waste from landfill by 2030 and to increase recycling in NYC public schools. As part of that plan, during the 2016-17 academic year, New York City is beginning a new Zero Waste School Pilot Program. There is a tremendous opportunity to reduce landfill waste from schools, which generate more than 40,000 tons of refuse per year. Since 2010, GrowNYC's Recycling Champions Program (RCP) has been implementing model recycling programs and developing best practices at schools throughout NYC. RCP is a program of GrowNYC (a nonprofit organization in the Mayor's Office), conducted in partnership with the NYC Department of Education (DOE) Division of School Facilities (DSF), Office of Sustainability, and the NYC Department of Sanitation (DSNY).

**Manager Responsibilities**

GrowNYC is seeking a highly motivated and organized individual with a passion to improve NYC's environment through its schools, for the Manager position with RCP. Working under the direction of GrowNYC's Executive Director and Zero Waste Program Director, and the DOE Director of Sustainability, the Manager will oversee the operations, management, scope of work, budget, reporting, and staff of the Recycling Champions Program.

The Manager will work closely with DOE, DSF, and DSNY to coordinate RCP outreach to schools, ensuring that schools understand, and meet and exceed compliance with NYC's recycling laws and mandates. RCP school outreach must satisfy both its scope of work and needs that arise from schools throughout the city. In order to accomplish this, the Manager will direct a staff of ten that includes an assistant manager and nine outreach coordinators on school engagement. The manager works closely with each coordinator, who is assigned a portfolio of school facilities on a zero waste route, both individually and as a team, to achieve the RCP program objectives. It is expected that approximately 100 schools will be engaged over the course of the school year.

The Manager is responsible for compiling and submitting monthly invoices to DOE in order to satisfy the budget requirements of RCP's contract.

Annually and periodically, the Manager will be required to provide city agencies and GrowNYC with programmatic updates in the form of qualitative and quantitative reports and summaries.

In conjunction with the Assistant Manager, the Manager will oversee all program communications, updates to the Recycling Champions website, and the GrowNYC Education database (data integrity and future development).

The Manager is expected to work cooperatively with city agencies and GrowNYC in order to facilitate any and all opportunities that further the mission of GrowNYC or the city to increase school recycling.

**Qualifications Include:**

- Interest in and knowledge about environmental and sustainability issues with an emphasis on recycling, composting, and waste management systems.
- Strong oral and written communications skills, including public speaking.
- Staff management experience.
- Knowledge of evaluation metrics and ability to devise creative measures of effectiveness.
- Good emotional intelligence.
- Ability to juggle priorities and adapt to changing circumstances.
- Highly organized with the ability to meet multiple deadlines and responsibilities.
- Experience working in NYC schools with students and adult stakeholders, or recycling/participant recycling programs.
- Team player who can also self-motivate and work independently.
- Ability to manage team work and individuals.
- Ability to work with a variety of constituencies including city agencies and partners.
- Computer literate with proficiency in Microsoft Office Suite and Filemaker (preferred)
- Bachelor's degree required, master's degree preferred.
- Valid NY State Drivers License (preferred)
- **NOTE: All offers of employment are conditional upon successful completion of the DOE Eligibility Clearance Procedures, which include, but are not limited to, DOE fingerprinting procedures and background investigations.**

Salary: Commensurate with qualifications and experience, up to \$70,000. The Manager position is full-time and includes a generous benefit package. Qualified applicants should submit a cover letter, resume and three (3) references to [recycle@grownyc.org](mailto:recycle@grownyc.org). Please write "RCP Manager" in the subject line. Interviews will be on a rolling basis. Applications deadline is May 20, 2016.

GrowNYC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, sex, age, disability, marital status or sexual orientation.