



zero waste programs  
funded by  
**NYC**sanitation

## **JOB OPPORTUNITY: Compost Coordinator**

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212-788-7900

### **Organization Information**

For nearly 50 years, GrowNYC has been transforming communities throughout the five boroughs by giving New Yorkers the tools and resources they need to make our city cleaner, healthier, and more sustainable. Whether it's operating the world-famous Union Square Greenmarket, building a new community garden, teaching young people about the environment, or increasing recycling rates through education, GrowNYC is hard at work in your neighborhood. GrowNYC is a privately-funded 501(c)(3) not-for-profit organization.

### **Compost Program Information**

GrowNYC's Zero Waste Programs, funded by the NYC Department of Sanitation, were created in 2006 to provide outreach and education on a wide range of waste prevention, reuse, and recycling initiatives. In 2011, the GrowNYC Compost Program began collecting food scraps for composting at several Greenmarkets and has since expanded to operate 60 food scrap drop-off locations (FSDOs) throughout NYC, diverting 25 tons of food scraps from landfills each week.

### **Compost Coordinator Position**

Compost Coordinators are responsible for collecting food scraps at their assigned Food Scrap Drop-off Sites (FSDOs), promoting food-scrap diversion for composting as an alternative to conventional waste disposal, and educating NYC residents on a wide variety of waste reduction and landfill diversion topics.

### **Compost Coordinator Responsibilities**

- Arrive at FSDO thirty minutes before open hours begin to receive supply delivery
- Setup and prepare food scrap collection receptacles and promotional materials
- Collect food scraps from residents during open hours
- Conduct local outreach around FSDOs to promote food-scrap composting to the general public
- Record information during collection hours and submit electronic reports on time
- Understand what can and cannot be composted and communicate that knowledge with the public
- Answer a range of questions about waste reduction, composting, recycling, and GrowNYC programs
- Promote and answer questions regarding the DSNY organics collection program
- Work with partners, participants, and stakeholders (e.g. GrowNYC staff, DSNY staff, DOT staff, NYPD, schools, community organizations, merchants, construction personnel, etc.)
- Attend regular staff meetings
- Represent GrowNYC Zero Waste Programs

### **Physical Requirements**

This position requires working outdoors and standing for lengthy periods of time, sometimes in extreme temperatures, and in a potentially noisy environment. Compost Coordinators must be able to lift heavy bins and supplies, up to 50 lbs.

## **Ideal Qualifications**

- Early-riser who enjoys working outdoors in all weather conditions
- Passionate about composting, recycling, and waste reduction
- Experience with community outreach and/or education
- Enjoys talking with people of all backgrounds
- Takes initiative and excels at independent work
- Creative problem-solver, able to troubleshoot and make quick, often on-the-spot decisions
- Strong communications skills, both written and verbal
- Familiarity with Microsoft Office and Google Documents
- Interest in food waste and/or related issues – food systems, waste reduction, urban planning, pollution, environmental justice, environmental stewardship, farming, etc.
- Weekend and holiday availability required
- Fluency in multiple languages (especially, but not limited to, Spanish) a big plus

The Compost Coordinator will work regular weekly shifts, with schedules ranging from 5-35 hours/week. This position is paid \$16/hour, is part-time, and includes only statutory benefits. For additional information, please visit [GrowNYC.org/compost](http://GrowNYC.org/compost). Submit cover letter and resume to [compost@grownyc.org](mailto:compost@grownyc.org). Please write "Compost Coordinator" in the subject line. Interviews will be on a rolling basis.

**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