



zero waste programs
funded by
NYCsanitation

Full-Time Compost Program Regional Coordinator – Region 2

GrowNYC

100 Gold Street, Suite 3300, New York, NY 10038

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.

Program Information

GrowNYC's Zero Waste Programs, funded by the NYC Department of Sanitation (DSNY), 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 over 30 tons of food scraps from landfills each week.

Summary

The Compost Program Regional Coordinator for Region 2 reports to the Compost Management Team and is responsible for overseeing approximately 25 food scrap drop-off sites and supervising 25-30 part-time Compost Coordinators and Drivers in Manhattan and Queens.

Administrative Responsibilities

- Serve as primary supervisor for Compost Coordinators & Drivers working at FSDOs in Region 2 – Manhattan and Queens.
- Collaborate with Compost Management Team to manage part-time staff schedules for FSDOs in Region 2 and assist with timesheet verifications.
- Review weekly Compost Coordinator reports, ensure that forms are submitted on time, and respond to questions.
- Compile weekly food scrap collection data and submit to Program Manager.
- Collaborate with Compost Management Team to interview, hire, train, and provide continued education to Compost Coordinators & Drivers.
- Contribute content to organizational communications, including newsletters, social media, website, and blog posts to drive participation in composting programs in NYC, including GrowNYC FSDOs, Community-Hosted FSDOs, DSNY Curbside Organics.
- Liaise and collaborate with FSDO hosts sites, community partners, and other GrowNYC programs, where necessary.

Fieldwork Responsibilities

- Train, supervise, and provide hands-on support to Compost Coordinators and Drivers in the field throughout Region 2 – Manhattan and Queens.
- Collaborate with Operations Manager and Operations Assistant to maintain inventory of supplies and literature, and to distribute supplies to FSDOs.

- Coordinate with DSNY Drivers & Supervisors to ensure effective service to DSNY-hauled FSDOs.
- Cover shifts for Compost Coordinators and Drivers city-wide as needed.
- Troubleshoot field operations as needed, including responding to staff needs in cases of emergency, weather related incidents, etc.

Planning Responsibilities

- Collaborate with Compost Management Team to plan schedules, logistics, and vehicle routes for food scrap collections and hauling.
- Assist with planning for special events, including compost distribution, tree care, tabling, and presentations.
- Identify potential partners and locations for new FSDOs and promote creation of Community-Hosted Food Scrap Drop-off Sites throughout Region 2 - Manhattan and Queens.

Other Responsibilities

- Attend GrowNYC Zero Waste Programs staff meetings and provide Compost Program information to GrowNYC staff.
- Attend and assist with organizing compost-related events and meetings.

Qualifications and Experience

Candidates should be highly motivated and have experience working with the public (for example, organizing, staffing and supervising public events). Candidates must have excellent communication skills and be able to work well with diverse communities. We seek energetic people who have the ability to work as a team and are capable of setting and meeting goals. Additional qualifications include:

- Passionate about composting, recycling, and waste reduction with a will to inspire others.
- Prior people management experience.
- Strong knowledge of food waste and/or related issues – waste management & reduction, environmental sustainability, sustainable food systems, urban planning, pollution prevention, environmental justice, environmental stewardship, farming, etc.
- Experience organizing and working with communities to affect change.
- Strong interpersonal relationship-building skills, including the ability to work effectively with the public and to manage staff.
- Strong oral and written communications skills, including public speaking, information materials development, and community outreach.
- Experience in data collection, input and analysis.
- Team player who works well with others, as well as independently.
- Extremely strong organizational, planning, and time management skills.
- Ability to juggle multiple tasks, prioritize workload, and meet deadlines.
- Computer literate with proficiency in Outlook, Microsoft Office Suite, and Google Drive.
- Fluency in multiple languages (especially, but not limited to, Spanish) a big plus.
- Ability to lift 50lbs.
- Valid NYS Driver's License required, with satisfactory driving record and ability to operate 18-foot Transit Van and/or box trucks ranging from 12-24 feet.
- Experience and comfort with city driving and knowledge of NYC streets and highways.
- Ability to work weekend and early morning hours in all weather conditions.
- Willingness to travel throughout Manhattan and Queens.

Salary: \$45,000 plus benefits.

How to Apply: Submit cover letter and resume to compost@grownyc.org. Please write “Compost Regional Coordinator – Region 2” in the subject line. Interviews will be on a rolling basis. For additional information, please visit GrowNYC.org/compost.

Application Deadline: Friday, September 20th, 2019

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.