



zero waste programs
funded by
NYC sanitation

Part-Time Compost Coordinator

GrowNYC
100 Gold Street, Suite 3300, NY, NY 10038
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Organization Information

GrowNYC is a non-profit with a forty-six year history of improving the environment in New York City. 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 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, 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 food scrap drop-off site 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 collection sites 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 participants
- 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.)
- 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.

Schedule: The Compost Coordinator position is part-time and shift-based, with schedules ranging from 5-35 hours/week. Currently available shifts include Wednesdays, Fridays, and Saturdays at Food Scrap Drop-off Sites in the Bronx, Brooklyn, and Manhattan.

Ideal Qualifications:

- Early-riser who enjoys working outdoors in all weather conditions
- Passionate about composting, recycling, and waste reduction
- Experience in 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
- Weekend and holiday availability required
- Fluency in multiple languages (especially, but not limited to, Spanish) a big plus

The Compost Coordinator position pays \$16/hour, is part-time, and includes only statutory benefits. For additional information, please visit GrowNYC.org/compost. Submit cover letter and resume to compost@grownyc.org. Please write "Compost Coordinator" in the subject line. Interviews will be on a rolling basis.

GrowNYC is an Equal Opportunity Employer.