



## **JOB OPPORTUNITY: School Gardens Coordinator**

GrowNYC

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

Fax: 212-788-7913; Email: [jobs@grownyc.org](mailto:jobs@grownyc.org)

### **Organization Information**

For over 45 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 Mission** The Grow to Learn Citywide School Garden Initiative was founded in 2010 with a mission to inspire, support, and assist in the creation of sustainable gardens in public schools throughout New York City.

**Community Need** To date, Grow to Learn works with 775+ schools in all five boroughs, engaging teachers, parents, and school community members from NYC's 1800 public and charter K-12 schools in garden education, promoting the benefits of school gardens as green space, opportunities for hands-on, student-centered learning, nutrition education initiatives, and community centers for schools. Grow to Learn provides education, materials, funding, and technical assistance to keep school gardeners growing from season to season. In 2017 - 2018, Grow to Learn conducted 40+ workshops/giveaway events in all five boroughs, serving 700+ school gardeners, and funded 60+ garden projects at schools.

**Position Summary** Our School Garden Coordinator will serve as an important member of the Grow to Learn team, helping to engage school gardeners, grow the program through outreach, training and support of new school garden committee volunteers, improve information sharing across Grow to Learn's network of partner organizations; improve outreach and communications with the school gardens community to support and sustain school gardens.

### **The School Gardens Coordinator:**

- Ensures that all NYC public and charter schools are supported to create gardens that meet their shared goals for community development and student learning.
- Partner with governmental and non-governmental organizations to facilitate trainings, create and distribute resources and generate citywide support for school gardens in Grow to Learn's network.
- Work directly with school administrators, teachers, parents and volunteers to build community support and establish a dedicated garden committee to manage the garden programs at their schools/use them as an educational resource for their students.
- Assist schools with the Grow to Learn registration process, track active/non-active schools
- Oversee Grow to Learn's mini-grant application process by conducting outreach, reviewing proposals, administering grant funds, and managing the grant reporting process.
- Facilitate strategic planning meetings for schools and provide action plan recommendations in person, over the phone or by email.
- Work with the Grow to Learn team to develop evaluation metrics, informational tools, and website content that benefits the school garden community.
- Manage and oversee regular maintenance of the Grow to Learn website.
- Assist with grant-writing and fundraising efforts to sustain and expand Grow to Learn's reach.
- Assist with the development of resources for special education populations and curriculum for garden integration.

- Facilitate the creation and ongoing sustainability of neighborhood-level school gardening networks to expand local school garden outreach, resources and support, as needed.
- Create and maintain Grow to Learn's online instructional videos and toolkits.
- Assist with development of CTLE and P credit certifications for Grow to Learn programming.
- Draft e-newsletters and assist Grow to Learn staff in maintaining Grow To Learn's Facebook page, Twitter and Instagram accounts.
- Inform garden committee volunteers about best practices and technical assistance via email and during site visits
- Lead or assist with Grow to Learn events and workshops throughout the year.

### **Qualifications**

- Demonstrated gardening knowledge and experience is a must.
- Experience working with public K-12 schools is a must.
- Must be able to work occasional evening/weekend events. Workshops and giveaways often take place after regular work hours and on weekends.
- Ability and willingness to travel to all five boroughs is a must. MetroCard will be provided.

**Compensation:** \$45,000 - This position is full-time with a generous benefits package including medical and dental insurance and paid time off.

Qualified applicants should submit a cover letter, resume, and three professional references to [kfields@grownyc.org](mailto:kfields@grownyc.org) by February 15, 2019 with "School Garden Coordinator" in the subject line. No phone calls or recruiters, please.

### **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. GrowNYC celebrates diversity and is committed to creating an inclusive environment for all employees.