



## **JOB OPPORTUNITY: *Outreach Coordinator***

GrowNYC's Recycling Champions Program  
100 Gold Street, Suite 3300, New York, NY 10038  
Fax: 212-788-7913

### **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.

### **Recycling Champions Program Information**

Since 2010, GrowNYC's Recycling Champions Program (RCP) has developed model recycling programs and designed unique and engaging educational materials for use at public schools throughout NYC. Working in partnership with the NYC Department of Education (DOE) Office of Sustainability, and the NYC Department of Sanitation (DSNY) Bureau of Recycling and Sustainability, RCP will provide on-the-ground support to NYC public schools newly receiving Organics Collection services from DSNY.

One of the key elements of Mayor de Blasio's *OneNYC 2050* is expanding the country's largest organics management program, to establish mandatory organics recycling citywide. Beginning in the 2019-2020 academic year, city organics collection services will be expanded to over 100 public schools. This program focuses on tremendous opportunity to reduce landfill waste from schools, as schools have the potential to divert as much as 86% of their waste for recycling and composting through DSNY curbside collections.

### **Job Description:**

- Perform school-based outreach to ensure school participation in the Organics Collection Program.
- Facilitate faculty professional learning and staff trainings.
- Cultivate student leadership through the establishment and support of student Green Teams.
- Lead student education opportunities, with focus on compost and cafeteria sorting.
- Establish communication channels and school stakeholder networks that foster behavior change.
- Ensure provided recycling infrastructure and signage is deployed and consistently utilized. Troubleshoot with school staff as necessary.
- Review with and train school staff on DOE and DSNY waste management procedures required for compliance with NYC's recycling laws; reinforce protocols to ensure compliance & proper management of waste.
- Coordinate and promote school participation in DSNY Zero Waste Schools website and partner contests/opportunities.

### **Qualifications:**

- Interest in/knowledge about environmental issues with emphasis on recycling and composting
- Strong oral and written communications skills, including experience with public speaking, group facilitation and lesson plan development
- Proven ability and desire to collaborate with diverse groups of NYC students and staff
- Willingness and ability to travel to schools throughout Queens on a regular basis over the coming school year, and across the five boroughs in subsequent school years

- Highly organized with the ability to meet multiple deadlines and prioritize responsibilities
- Team player who can also self-motivate and work independently outside of the office
- Ability to work with a variety of constituencies including city agencies and partners
- Computer literate with proficiency in Microsoft Office Suite
- Bachelor's degree or 3 years' experience in related field preferred
- Second language skills strongly encouraged
- Valid Driver's License required

**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.**

**The Outreach Coordinator position is full-time. \$48,000 plus a generous benefits package.**

**How to Apply:**

Qualified applicants should submit a cover letter, resume, and three references to GrowNYC via email ([schoolrecycling@grownyc.org](mailto:schoolrecycling@grownyc.org)). Please indicate "RCP Outreach Coordinator" in the subject line. Due to the volume of employment applications received, GrowNYC is unable to respond to each application individually. Applicants will be contacted directly if selected as a candidate. No phone calls or recruiters please.

**Applications will be reviewed on a rolling basis until close of business on Friday, September 20th.**

**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.