

## Organization Information

GrowNYC is a 50-year-old environmental nonprofit organization helping more than 3 million New Yorkers by providing essential services and taking action to make NYC a livable city, one where every person can enjoy a healthier, more sustainable life. GrowNYC Programs include:

- Our network of Greenmarkets, Farmstands, Fresh Food Box sites, and the work of GrowNYC Wholesale ensure that all New Yorkers have access to the freshest, healthiest local food.
- We blanket the five boroughs with resources like food scrap and clothing collections to make waste reduction, recycling, and composting easy for all.
- We build and support community and school gardens through volunteer days, technical assistance, training, grants and more.
- We provide 70,000 children each year with programs that provide meaningful interactions with the natural environment.

*Note to applicants on COVID safety: GrowNYC is committed to stopping the spread of Covid-19. **All applicants must be able to provide proof of COVID-19 vaccination during the onboarding process.** We additionally require daily health screenings and currently mandate mask-wearing for all job functions other than remote work or working alone in a vehicle or closed room. As the situation evolves, GrowNYC reserves the right to make changes to our health and safety practices and policies and comply with local rules and applicable guidelines.*

## About GrowNYC Compost Program

Established in 2011, the GrowNYC Compost Program strives to make composting second nature for all New Yorkers by operating residential Food Scrap Drop-Off sites (FSDOs) and partnering with compost processing facilities to divert food scraps from landfills and make compost locally.

## Compost Coordinator – Queens & Bilingual Spanish (part-time)

Compost Coordinators are responsible for collecting food scraps and conducting outreach each week at their assigned FSDOs located in Queens. They promote food-scrap diversion for composting as an alternative to conventional waste disposal and educate NYC residents in Spanish and English on a wide variety of waste reduction and landfill diversion topics.

## Applications

Apply for the Compost Coordinator – Queens & Bilingual Spanish part-time position **with a resume** [here](#).

Interviews will take place on a rolling basis.

The deadline for applications is **Tuesday, January 25, 2022**.

For additional information, please see our website: [grownyc.org](http://grownyc.org)

Contact  
GrowNYC  
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212-788-7900

## Responsibilities (include, but are not limited to)

- Arrive at food scrap drop-off site 30 minutes before open hours begin to receive supply delivery
- Set up and prepare food scrap collection bins and signage
- Collect food scraps from residents and promote food scrap composting to the general public
- 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
- Assist with training new Compost Coordinators as needed
- Promote and answer questions regarding DSNY Zero Waste initiatives
- Record number of participants, number of containers filled, and community contacts during collection hours
- Submit recorded data via online forms after shift
- Work with partners, participants, and stakeholders (e.g. Greenmarket staff, DOT staff, NYPD, schools, community gardens, local non-profits, merchants, construction personnel, etc.)
- Attend regular staff meetings (every 2 months)
- Keep up to date with Compost program and GrowNYC-wide communications
- Follow and enforce current City, State, Federal, and GrowNYC-mandated safety measures
- Represent GrowNYC

## Physical Requirements

- Work outdoors, year-round, sometimes in extreme temperatures, and in a potentially noisy environment
- Stand for lengthy periods of time (between 4-9 hours/day)
- Ability to lift heavy bins and supplies, up to 50 pounds

## Qualifications

- Early-riser who enjoys working outdoors in all weather conditions
- Passionate about composting, recycling, and waste reduction
- Strong communication skills, both written and verbal, in Spanish and English
- Strong familiarity with one or more neighborhoods in Queens
- Strong understanding of the culture, norms, and perspectives of one or more Spanish-speaking communities living in Queens highly desirable
- Experience in community outreach and/or education
- Comfortable communicating and working with people from diverse backgrounds in terms of race, ethnicity, gender, including trans\* and nonbinary, sexual orientation, class, and religion
- Experience interacting with the public and handling opposing viewpoints with a calm demeanor
- Takes initiative and excels at both independent and partnered work
- Creative problem-solver, able to troubleshoot and make quick, often on-the spot decisions
- Familiarity with and dedication to working in diverse NYC neighborhoods
- Interest in food waste and/or related issues – food systems, waste reduction, urban planning, pollution, environmental justice, environmental stewardship, gardening, farming, etc.

## Position Details



**Schedule:** Regular weekly shifts ranging from 3.5-6 hours/shift, with weekly schedule ranging from minimum 3.5 hours/week up to 20 hours/week. Availability on at least one weekend day highly desirable.

**Location:** Fieldwork at FSDOs in Queens, with the possibility to work in other boroughs of NYC if available.

**Compensation:** This position is a non-exempt variable hourly position funded through June 30, 2022. It pays \$18 per hour and includes only statutory benefits.

*GrowNYC is an Affirmative Action Equal Opportunity Employer and hires without regard to race, gender, religion, age, sexual orientation, or ability.*