

## Compost Coordinator (Part-Time)

### Organization Information

GrowNYC is a 51-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 collection 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.

*GrowNYC is committed to stopping the spread of Covid-19. We currently require all employees to disclose their vaccination status and submit weekly negative tests if they are unvaccinated. We require daily health screenings and mandate mask wearing indoors, other settings that make social distancing difficult, where required by funders and community partners, and masking for unvaccinated employees in all work settings. Please note that this is a position that currently requires employees to wear a face covering at all times when interacting with city employees and members of the public, indoors or out, regardless of vaccination status. As the situation evolves, GrowNYC reserves the right to make changes to our health and safety practices and policies, including but not limited to requiring that staff vaccinate, and comply with local rules and applicable guidelines.*

### About GrowNYC's 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. Bouncing back from COVID-19-related impacts, the program will expand in FY22 from 17 currently open FSDOs to at least 54 FSDOs by November 1st, 2021.

### Compost Coordinator (Part-Time)

Compost Coordinators are responsible for collecting food scraps and conducting outreach each week at their assigned food scrap drop-off site(s). They promote food-scrap diversion for composting as an alternative to conventional waste disposal and educate NYC residents on a wide variety of waste reduction and landfill diversion topics.

### Responsibilities:

- Arrive at food scrap drop-off site 30 minutes before open hours begin to receive supply delivery

## Applications

Qualified candidates for the Compost Coordinator (Part-Time) position should submit a cover letter, resume, and three references to:

[grownyc.org/careers](http://grownyc.org/careers)

Interviews will take place on a rolling basis.

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.

**Application deadline is Tuesday, August 31, 2021.**

## Contact

**GrowNYC**  
P.O. Box 2327  
New York, NY 10272  
212-788-7900

For additional information, please see our website:

[grownyc.org](http://grownyc.org)

- Set up and prepare food scrap collection bins and signage
- Collect food scraps from residents and promote food scrap composting to the general public
- Follow and enforce COVID-19 safety rules and regulations
- Record number of participants, number of containers filled, and community contacts during collection hours
- Submit recorded data via online forms within 48 hours of each shift
- 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
- 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)
- Represent GrowNYC

### **Physical Requirements**

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

### **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
- Comfortable communicating and working with people from diverse backgrounds in terms of race, ethnicity, gender, including trans\* and nonbinary, sexual orientation, class, and religion
- Strong communication skills, both written and verbal
- 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 Google Forms
- 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.
- Fluency in multiple languages (especially, but not limited to, Spanish) a big plus

### **Schedule**

Friday, Saturday, and Sunday shifts available, with regular weekly schedules ranging from a minimum of 4 hours per week up to 20 hours per week.

### **Location**

Fieldwork at FSDOs and composting facilities throughout all 5 boroughs of NYC.

## **Compensation**

This position is a non-exempt variable hourly position. It pays \$18 per hour and includes only statutory benefits.

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