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 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.

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. Bouncing back from COVID-19-related impacts, the program will expand in FY22 from 16 currently-open FSDOs to at least 54 FSDOs by November 1st, 2021.

Compost Program Operations Coordinator
The Compost Program Operations Coordinator is responsible for ensuring operational excellence of the GrowNYC Compost Program in collaboration with the Compost Management Team. Reporting to the Compost Management Team, they support field staff by distributing supplies and maintaining equipment.

Responsibilities
Administrative:
- Assist Operations Manager with inventory, ordering, preparation, and distribution of supplies to food scrap drop-off sites.
- Collaborate with Compost Management Team to maintain up-to-date records of driver schedules, vehicle routes, driver itineraries, and delivery instructions.
- Collaborate with managers of GrowNYC Food Access programs where FSDOs are co-located to ensure operational excellence for all programs.
- Assist Compost Management Team with data collection, compilation, and reporting.
- Liaise with compost processing partners and ensure compliance with site-specific operational procedures.
- Assist Compost Management Team with planning and operations for special projects and events.

Fieldwork:
- Coordinate re-stocking, organization, cleaning, maintenance, and distribution of supplies to FSDOs.
- Assist Compost Operations Manager with cleaning, maintenance, and repairs of Compost program equipment and vehicles, including 4 trucks ranging from 14-24ft.

Applications
Apply for the Compost Program Operations Coordinator full-time position with a resume, a cover letter, and three references here.

Interviews will take place on a rolling basis.

The deadline for applications is Tuesday, August 31, 2021.

For additional information, please see our website: grownyc.org

Contact
GrowNYC
P.O. Box 2327
New York, NY 10272
212-788-7900
- Collaborate with Compost Management Team to train Compost Coordinators & Drivers.
- Check in with and provide support to Compost Coordinators and Drivers at FSDOs and along routes throughout NYC.
- Troubleshoot field operations as needed (in cases of emergency, weather related incidents, etc.).
- Cover shifts for Compost Coordinators and Drivers by staffing food scrap drop-off sites, driving collection routes, and delivering food scraps to community compost sites as needed.

**External Responsibilities:**
- Participate in partner convenings and other events in support of program goals.

**Physical Requirements**
- Willingness to work outdoors, year-round, sometimes in extreme temperatures, and in a potentially noisy environment.
- Ability to work weekend and early morning hours.
- Ability to stand for lengthy periods of time (between 4-9 hours/day).
- Ability to lift heavy bins and supplies, up to 60 pounds.
- Willingness to travel throughout all five boroughs of NYC.
- Valid NYS Driver’s License for at least 1 year, with satisfactory driving record.
- Ability to operate box trucks ranging from 12-24 ft.
- Ability to maneuver large (64-gallon) rolling Toter carts weighing up to 350 lbs.

**Ideal Qualifications**
- Passion for improving the environment, mitigating climate change, and strengthening community through composting and food waste reduction.
- Interest in transportation logistics, vehicle maintenance, hardware tools, power equipment, and/or carpentry.
- Experience with composting, recycling, waste reduction, farming, or related field preferred.
- Good organization, planning, and time management skills, with the ability to juggle multiple tasks, prioritize workload, and meet deadlines.
- Technically-minded problem-solver, able to troubleshoot and make quick, often on-the-spot decisions and remain calm in stressful situations.
- Computer literate with proficiency or ability to learn Microsoft Office Suite and Google Drive, especially Excel and Google Sheets.
- Experience in data collection, input, and analysis.
- Strong oral and written communications skills.
- Team player who works well with others, as well as independently.
- 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 interpersonal relationship-building skills, including the ability to work effectively with the public.
- Experience in conflict resolution & de-escalation techniques.
- Early-riser who enjoys working outdoors in all weather conditions.
- Familiarity with and dedication to working in diverse NYC neighborhoods.

**Position Details**

**Schedule:** 35 hours/week, Monday-Friday, with frequent early morning and weekend availability required.

**Location:** Work is partially remote until the offices reopen and includes fieldwork at FSDOs and composting facilities throughout all 5 boroughs of NYC.

**Compensation:** The full-time Compost Program Operations Coordinator position pays $43,866.82 per year and includes benefits (medical, dental, vision, life insurance, long term disability, pension plan, and paid time off). This position is funded through June 30, 2022.
GrowNYC is an Affirmative Action Equal Opportunity Employer and hires without regard to race, gender, religion, age, sexual orientation, or physical disability.