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.

GrowNYC is committed to stopping the spread of Covid-19. We currently require all employees to disclose their vaccine status to us. We require daily health screenings and also mandate mask wearing in indoor or other settings that make social distancing difficult, and masking for unvaccinated employees in all work settings. 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, test, 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. 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.

Applications
Apply for the Compost Program Regional Manager - Bilingual Spanish 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 Wednesday, September 22, 2021.

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

Contact
GrowNYC
P.O. Box 2327
New York, NY 10272

212-788-7900

Responsibilities
Administrative:
- Serve as primary supervisor for Compost Coordinators & Drivers working at 15-20 FSDOs and their related hauling routes.
- Collaborate with Compost Management Team to interview, hire, onboard, train, and provide continued education to Compost Coordinators and Drivers.
• Collaborate with Compost Management Team to manage part-time staff schedules, field time-off requests, and coordinate coverage needs and ensure that all Compost Coordinator & Driver shifts in your region are fully staffed.
• Assist with data compilation, analysis, and reporting to DSNY and community partners.
• Guide Volunteer Manager’s efforts to recruit, train, and schedule volunteers to assist with food scrap collections at assigned FSDOs.
• Lead promotion and outreach for assigned FSDOs.
• Maintain up-to-date records of driver schedules, vehicle routes, driver itineraries, and delivery instructions related to assigned FSDOs.
• Review weekly Compost Coordinator reports and respond to questions.
• Contribute content to organizational communications, including e-newsletters, social media, website, blog posts, and promotional materials in English and Spanish.
• Collaborate with Compost Management Team to plan and facilitate regular meetings for Compost Program staff.
• Assist with planning logistics, staff schedules, and communications for new and/or changing FSDOs.
• Assist Compost Management Team with planning and operations for special projects and events.

Fieldwork:
• Supervise and provide hands-on support and training to program staff in the field.
• Assist with purchase, inventory, and distribution of supplies for FSDOs, vehicle fleet, and staff.
• 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:
• Stay abreast of developments in the fields of waste reduction, recycling, and composting to identify emerging needs, gaps, and opportunities and forecast implications for GrowNYC.
• Liaise with community partners, including FSDO collaborators and community composting facilities.
• 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 or willingness to obtain a NYS Driver’s License within 3 months of hire.
• Ability to operate box trucks ranging from 12-24 ft. or willingness to receive full Compost Driver training within 6 months of hire.
• 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.
• Excellent leader with prior staff management experience.
• Strong oral and written communications skills in English and Spanish, including public speaking, information materials development, and community outreach.
• Strong understanding of the culture, norms, and perspectives of one or more Spanish-speaking communities living in New York City.
• Caring and compassionate with a commitment to mentorship.
High emotional intelligence and excellent people skills, with an ability to work effectively with colleagues and partners from diverse backgrounds.
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.
Ability to maintain confidentiality.
Extremely strong organization, planning, and time management skills, with the ability to juggle multiple tasks, prioritize workload, and meet deadlines.
Computer literate with proficiency in Microsoft Office Suite and Google Drive, especially Excel and Google Sheets.
Experience in data collection, input, and analysis.
Proactive approach with demonstrated ability to exercise initiative.
Team player who works well with others, as well as independently.
Creative problem-solver, able to troubleshoot and make quick, often on-the-spot decisions and remain calm in stressful situations.
Experience organizing and working with communities to affect change.
Experience with composting, recycling, waste reduction, farming, or related field strongly preferred.
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, Wednesday-Sunday, with regular early morning 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 Regional Manager position pays $49,611.28 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.