



## Garden 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.

Our Programs:

- Our network of Greenmarkets, Farmstands, Fresh Food Box sites and Greenmarket Co. ensures that all New Yorkers have access to the freshest, healthiest local food.
- We blanket the five boroughs with resources like textile and food scrap collection, Stop 'N' Swaps, as well as free training to make waste reduction 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.*

### Position Summary

Our Part Time Garden Coordinator will serve as an important member of the School Gardens team, helping to engage school gardeners and NYCHA residents, grow the program through outreach, training and support of new school garden committee volunteers, improve information sharing across our network of partner organizations; improve outreach and communications with the school gardens community to support and sustain each of the three targeted NYCHA gardens.

### Garden Coordinator (Part-Time) Responsibilities:

- Ensures that schools are supported to create gardens that meet their shared goals for community development and student learning.
- Support with creating trainings, workshops, distributing resources, and generate support for gardens in the three selected neighborhoods.
- Work directly with school administrators, teachers, parents and volunteers to build community support and establish a dedicated garden committee to manage the garden programs at their schools/use them as an educational resource for their students.
- Assist with connecting and facilitating school garden committees with neighboring NYCHA garden committees.

## Applications

Qualified candidates for the (Garden Coordinator (Part-Time) position should submit a cover letter, resume, and three references to: [GrowNYC](https://www.grownyc.org)

Interviews will take place on a rolling basis starting January 6, 2022. 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 January 28, 2022.**

## Contact

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

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

- Lead community-based gardening workshops for NYCHA and school gardeners.
- Inform garden committee volunteers about best practices and technical assistance via email and during site visits
- Lead or assist with School Gardens events and workshops throughout the year.
- Support intergenerational gardening and recreation events in the gardens on NYCHA/school properties to ensure community members are getting the most out of learning gardens.

## **Ideal Qualifications**

- Demonstrated gardening knowledge and experience is a must.
- Passionate about increasing access to green space and locally grown food to low income New Yorkers.
- Demonstrated ability to nurture existing relationships with community partners and city agencies, as well as develop new partnerships/stakeholders.
- Experience working with public K-12 schools is a plus.
- Flexibility to work occasional evening/weekend events. Workshops and giveaways sometimes take place after regular work hours and on weekends.
- Ability and willingness to travel to the Bronx and Brooklyn is a must. MetroCard will be provided.
- This is a pilot program. Ability to strategize and flexibility in approach based on lessons learned along the way is crucial.

## **Physical Requirements**

Ability to bend and lift to complete garden tasks including: lifting 20-50 pound bags of mulch or soil, lifting lumber to build raised beds, and complete tasks like weeding, planting, harvesting, etc.

## **Schedule**

Most work is completed Monday – Friday between 9am and 5pm, with occasional weekend or evening work.

## **Compensation**

\$25 p/h. This position is part-time with only statutory benefits. This position is grant funded through November 30, 2022.

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