School 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.

About GrowNYC’s School Gardens
GrowNYC School Gardens was established in 2010 to promote the creation of a sustainable learning garden at all DOE public and charter K-12 schools citywide. Our annual offering of 40+ workshops, giveaways, technical assistance, and mini grants have helped over 860 schools start gardens.

Position Summary
The School Garden Coordinator will engage and support school gardeners from public and charter K-12 schools in NYC. The coordinator will inspire and sustain school gardens by teaching gardening workshops for adult educators and volunteers, training new school gardeners, fostering community, advising on and occasionally helping with garden builds, organizing supply giveaways, sharing information across our network of partner organizations, outreach to new schools and providing one-on-one technical gardening guidance. The School Garden Coordinator (P/T) will work within the School Gardens team with two other garden coordinators and report to the School Gardens Director.

School Garden Coordinator Responsibilities:
- Provide garden technical assistance to schools via phone, email, virtual visits, and site visits*. Technical assistance includes: instruction in designing gardens, best practices for engaging students, guidance for the planning and implementation of school gardens, troubleshooting growing issues, interpersonal garden disputes, etc.
- Design, lead or assist with all virtual and in person events, workshops, and programming throughout the school year.
- Design, lead and assist with gardening workshops for adult school gardeners (virtual and in-person*)
- Assist with in-person events such as supplies giveaways and garden build days*
- Manage school garden registration via online database.
- Assist in creating and sending e-newsletters on Constant Contact.

Applications
Qualified candidates for the School Garden Coordinator Part-Time position should submit a cover letter, resume, and three references to: GrowNYC

Interviews will take place on a rolling basis starting August 16, 2021. 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 Friday, September 3, 2021.

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

For additional information, please see our website: grownyc.org
Create education-based content for Wix Distance Learning site (www.grownycdistancelearning.org).

**Ideal Qualifications**

- Demonstrated gardening knowledge and experience is a must.
- Experience with urban agriculture and variable growing methods is a plus.
- Knowledge of and familiarity with the NYC DOE public K-12 school system.
- Must be able to work occasional evening/weekend events.
- Willingness to travel to all five boroughs when necessary. For the duration of the COVID-19 pandemic, job related travel will be occasional and on a need-only basis. During non-COVID times, more travel is expected in this role.
- Ability to adapt to changing environments and be creative with students, curriculum and related materials.
- Ability to drive is a plus, but not required
- Ability and skill to work with culturally diverse communities in NYC
- Experience as an educator (formal or informal) and ability to formulate and teach workshops.
- Excellent public speaking skills and ability to lead engaging workshops
- Willingness and demonstrated ability to collaborate with different organizations and programs within GrowNYC

**NOTE:** All offers of employment are conditional upon successful completion of the DOE Eligibility Clearance Procedures, which include, but are not limited to, DOE fingerprinting procedures and background investigations. *Events marked with an asterisk are in-person and currently on hold due to COVID-19. Most work is currently remote.*

**Schedule**

This position is part-time (20 hours per week), hours/days to be determined and primarily will fall between Monday and Friday. Majority of time will be spent engaging school garden communities in a combination of field, office, and remote work. The position runs from September through June 30, 2022.

**Compensation**

The position is a non-exempt, part-time, variable position. It pays $20 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.**