

## Stop 'N' Swap® Event Assistant 4 Positions Available

### Organization Information

For nearly 50 years, GrowNYC has been transforming communities throughout the five boroughs by giving New Yorkers the tools and resources they need to make our city cleaner, healthier, and more sustainable. Whether it's operating the world-famous Union Square Greenmarket, building a new community garden, teaching young people about the environment, or increasing recycling rates through education, GrowNYC is hard at work in your neighborhood. GrowNYC is a privately funded 501(c)(3) not-for-profit organization.

*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 Zero Waste Programs

GrowNYC Zero Waste Programs were created in 2006 as part of the Mayor's Comprehensive Solid Waste Management Plan (SWMP) in order to meet the ambitious recycling goals outlined in the SWMP. GrowNYC's Zero Waste programs are funded through the NYC Department of Sanitation (DSNY). Working closely with DSNY, these programs focus on a wide range of waste prevention, reuse, recycling, and composting initiatives to divert material from landfill or incinerator disposal.

Since 2007 GrowNYC has organized a community swap program, now known as Stop 'N' Swap. These one-day events range from 100- to 500 participants who are invited to bring clean, reusable, portable items for others to use or simply show up with a tote bag to see what is free for the taking. Any materials left at the end of the event are sorted for reuse and recycling.

### Position Summary

Stop 'N' Swap Event Assistant will support 4 staff and volunteers to ensure that these large and busy events run as smoothly and efficiently as possible.

### SNS Event Assistant Responsibilities:

- Helping with setup and takedown of event space, including erecting tents, arranging tables and posting signage.
- Preparing leftover items for donation or recycling and loading/unloading vehicles.

## Applications

Qualified candidates for the SNS Event Assistant position should submit a cover letter, resume, and three references [HERE](#) via [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.

## 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)

- Overseeing volunteers in the intake, weighing, sorting, and display of items while helping with those tasks as needed.
- Staffing an information table and conducting general recycling outreach.

### **Physical Requirements**

- Ability to lift 40lbs.
- Ability to stand on feet continuously for the duration of the event.

### **Ideal Qualifications**

- Strong interpersonal skills, including the ability to interact with the public, resolve conflicts and address questions and concerns in a professional manner.
- Positive attitude, strong work ethic.
- Willingness to travel throughout the city to attend weekend events.
- Second language skills strongly encouraged.
- Working knowledge of recycling in NYC is a plus.

### **Schedule**

This position is part-time, 5-6 events per month (often Saturdays and Sundays of the same weekend), 6-7 hours per event, typically 10:00am-4:00pm, though exact hours and number of events per month may vary.

### **Compensation**

The SNS Event Assistant position is part-time and non-exempt. The pay rate is \$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.*