



**JOB OPPORTUNITY: Stop 'N' Swap® Coordinator (SNS Coordinator)**

**Positions Available: 1**

GrowNYC

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**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 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. Working closely with the NYC Department of Sanitation, 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 attract up 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:**

The position offers the opportunity for a highly motivated individual with outstanding organizational and people skills to work alongside another SNS coordinator to plan, promote and implement Stop 'N' Swap events throughout the city. Under the supervision of GrowNYC's Zero Waste Program Director, the SNS Coordinators will be responsible for managing all aspects of the SNS program including securing event space, overseeing event promotion, recruiting and managing volunteers, setting up and breaking down the event, and coordinating the recycling or donation of any leftovers. In addition to working with the public, SNS Coordinators engage a variety of stakeholders in the reuse sector, including local officials, the donateNYC Partnership, press partners, and beyond. Some of the duties and responsibilities shall include:

- Liaising with City agencies, religious institutions, community-based organizations and others to develop a network of available event spaces across the City's 59 Community Districts.
- Ability to think creatively about new methods for engaging with the reuse community.
- Identifying unique needs in different communities and providing targeted outreach and Swap plans for those areas.
- Securing event space and conducting site visits to assess the viability of each potential space and create individual event plans.
- Identifying local charities, shelters and reuse organizations interested in receiving excess clothing, shoes, books, housewares, toys, electronics, media and other items left at the end of the swap and arranging for pick-up or drop-off after each event.
- Managing two part-time SNS assistants and coordinating with additional Zero Waste Program staff for each event.
- Recruiting and training event volunteers or working with GrowNYC's Volunteer Coordinator to do so.
- Creating press releases and other promotional materials, posting event on various websites, submitting listings to print, radio and televised event calendars, conducting outreach to community organizations, building management, and elected officials, and posting flyers in businesses and buildings in the vicinity of the event space.

- Maintaining relationships among donateNYC partners and staying up-to-date on reuse activities and organizations in NYC.
- Offering technical assistance and support to organizations who are hosting their own swaps, independent of the Stop 'N' Swap program.

Candidates should be highly motivated with experience coordinating events, excellent communication skills and the ability to work well with diverse communities. We seek energetic people who have the ability to work as a team and are capable of setting and meeting goals. Additional qualifications include:

- Working knowledge of recycling and reuse in New York City.
- Strong interpersonal relationship-building skills, including the ability to work effectively with the public and mediate conflicts.
- Strong oral and written communications skills, including public speaking, informational materials development and media outreach.
- Valid NYS driver's license, and willingness to drive cargo van throughout NYC.
- Able to commit to frequent weekend work as well as early mornings and extended hours on event days.
- Ability to work both as a team and independently.
- Second language skills strongly encouraged.
- Ability to juggle multiple projects and meet deadlines.
- Proficiency in Microsoft Office Suite.
- Willingness to travel throughout the city to meet with individuals, attend planning meetings and coordinate events, often on weekends.
- Extremely strong organization, planning, and time management skills.
- Ability to move or carry items such as folding tables, tents, or boxes of donations, and stand or walk for extended periods of time.

The position is full time. Salary: Commensurate with qualifications and experience, up to \$47,000, plus benefits. Qualified applicants should submit a cover letter, resume, and three references to [recycle@grownyc.org](mailto:recycle@grownyc.org) or via FAX (212) 788-7913. Please write "SNS Coordinator" in the subject line. 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: Tuesday, November 19.

**GrowNYC is an Equal Opportunity Employer.** All qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, sex, age, disability, marital status or sexual orientation