

HR and Hiring Coordinator (Position Ends December 31, 2021)

Rate: \$25/Hour

Total Available Positions: Two (2)

The Horticultural Society of New York (the Hort) is seeking an energetic and dedicated HR and Hiring Coordinator to oversee hiring, onboarding and ongoing HR, finance, and administration for the City CleanUp Corps positions. This position is part of the New York City Clean Up Corps, and will end on December 31, 2021. The position will oversee the hiring and administration for positions working to clean, maintain, plant, and activate public spaces in New York City neighborhoods hardest hit by Covid. Sites include public plazas and open streets.

The mission of the Horticultural Society of New York is to sustain the vital connection between people and plants. Our social service and public programs education and inspire, growing a broad community that values horticulture for the many benefits it brings to our environment, our neighborhoods, and our lives.

HR and Hiring Coordinator:

Summary/Objective: Under the supervision of the Director of Administration. The HR and Hiring Coordinator will oversee hiring, onboarding, HR, and other administration as part of the New York City Clean Up Corps program.

Required qualifications:

- HR or Hiring professional with experience recruiting, hiring, and onboarding new employees
- Interest in working as part of a pilot city program
- Knowledge of and familiarity with New York Employment Laws
- Excellent communications skills, including ability to connect with people working in the field
- Ability to implement and utilize HR and hiring software
- Ability to work independently and manage multiple projects at once

Responsibilities Include:

- Hiring
 - Recruit, interview, and hire ~50 positions as part of CleanUp Corps Program
 - Onboard new employees
 - Oversee all paperwork related to new hires
 - Oversee all paperwork related to new hires, including I-9 verifications
- HR
 - Stay up to date on all NYC employment laws
 - Oversee required trainings for new employees
 - Field complaints and issues from Corps staff
- Administrative and Finance Support
 - Receipts, timesheets, and other relevant paperwork as necessary
 - Scheduling for Corps staff

Details at a Glance

This full-time, non-exempt position works Monday through Friday from 9am to 5pm from The Hort's Midtown Manhattan Office.

Benefits

The Hort offers CleanUp Corps sick leave and personal leave accrued for time worked, and the opportunity to enroll in our medical plan. MetroCards will also be provided.

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How to Apply

To be considered please email a thoughtful cover letter, resume, and two references to Lauren Keane-Farrell at CleanUpCorpsJobs@thehort.org with ‘Hiring and HR Coordinator’ in the subject line. No phone calls.

The Hort is committed to workplace diversity and inclusion. It is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation or any other characteristic protected by federal state or local law.