

Program Assistant (Position Ends December 31, 2021)

Rate: \$20/Hour

Total Positions Available: 3

The Horticultural Society of New York (the Hort) is seeking an energetic and dedicated Program Assistance to oversee support public space activations. This position is part of the New York City Clean Up Corps, and will end on December 31, 2021. This position will support events in a timely and professional manner, working to oversee public space activations 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.

Summary/Objective: Under the supervision of the Program Manager II, the Program Assistants will support public space activations and collect data at City CleanUp Corps sites.

Required qualifications:

- Interest in working as part of a pilot city program
- Hands-on experience providing event support
- Comfortable traveling daily to new sites throughout NYC, sometime multiple sites daily
- Excellent communication skills and comfortable interacting with the public, city officials, and local businesses/organizations
- Ability to work independently
- Ability to perform physical labor outside in various weather conditions

Responsibilities Include:

- Event Support
 - Provide On-Site Event support in various public spaces
 - Assist with publicizing events (flier distribution, business notification, etc.) as needed
- Document public space conditions and issues
- Participate in education days/professional development

Details at a Glance

This full-time, non-exempt position works from various field sites. Evening and weekend hours are to be expected.

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.

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 "Program Assistant" 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.