

Program Manager I (Position Ends December 31, 2021)

Rate: \$25/Hour

Total Positions Available: One (1)

The Horticultural Society of New York (the Hort) is seeking an energetic and dedicated Program Manager for educational development for The Hort's 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 professional development and education 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.

Program Manager I:

Summary/Objective: Under the supervision of the Director of Horticulture, the Program Manager oversee professional development as part of the New York City Clean Up Corps program.

Required qualifications:

- Education professional with experience training employees of various backgrounds
- Interest in working as part of a pilot city program
- Knowledge of certifications and experiences that will prepare individuals for future employment
- Excellent communication and coordination skills, including ability to connect with people working in the field
- Ability to work independently and manage multiple projects at once

Responsibilities Include:

- Education and Training
 - Plan, organize and execute regular education days for ~50 positions as part of CleanUp Corps Program
 - Support professional development for ~50 positions as part of CleanUp Corps Program
- Education and Training
 - Collect data and track impact of education days
- Administrative and Finance Support
 - Receipts, timesheets, and other relevant paperwork as necessary

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.

How to Apply

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To be considered please email a thoughtful cover letter, resume, and two references to Lauren Keane-Farrell at CleanUpCorpsJobs@thehort.org with "Program Manager I" 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.