

## **Program Manager III (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 supervise forty field 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 operations 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 III:**

**Summary/Objective:** Under the supervision of the Assistant Director Client Relations, the Program Manager oversee operations as part of the New York City Clean Up Corps program.

Required qualifications:

- Interest in working as part of a pilot city program
- Experience managing work happening at multiple sites
- Knowledge NYC agencies a plus
- Excellent communication and coordination skills, including ability to connect with people working in the field
- Valid NYS Drivers License
- Ability to work independently and manage multiple projects at once

### **Responsibilities Include:**

- Supervising Open Space Ambassadors
  - Oversee staff performing maintenance at program sites
    - Confirm hours and completion of required tasks daily
  - Collect photos, information on issues, and other data for planting and maintenance sites
- Report daily summary of all site issues to Assistant Director Client Relations
- Administrative 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](mailto:CleanUpCorpsJobs@thehort.org) with “Program Manager III” 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.*