



## Public Space Senior Manager

The Horticultural Society of New York (the Hort) is seeking a **Public Space Senior Manager**. This individual enjoys a busy, mission-driven environment, can prioritize tasks as needed to meet short deadlines, works hard with a can-do attitude; is able to adapt and excel in rapidly changing circumstances; is highly collegial, a team player, and pays excellent attention to the detail.

The mission of The Horticultural Society of New York is to improve human lives through horticulture. Our social service and public programs create green spaces in all neighborhoods as a vital part of social infrastructure, train people for jobs that grow and sustain green communities, and develop fresh approaches to improve New Yorkers' health, well-being, and environment through horticulture.

The Public Space Senior Manager will work directly with the Senior Director of Programming, Partnerships, and Public Space to ensure the success of all public space operations throughout New York City. They will directly manage the Program and Operation Managers on field operations and field staff support, and serve as the primary point of contact for external partners.

### Responsibilities Include

#### Staff Management

- Oversee all Open Streets staff operations and management
- Ensure the schedule runs smoothly and all operational needs are met
- Support Managers and Assistant Managers in daily operations and long-term goals
- Support internal communications

#### Coordination

- Primary point of contact for city and community partners
- Oversee programming support
- Oversee sub-contractors

#### Administrative

- Compile and oversee data collection for all public space operations
- Create internal and external reports for public space work
- Support budgeting and invoicing for public space operations

### Required Qualifications

- Familiar with a range of community and New York City organizations
- Highly organized with proven ability to meet deadlines and budgets
- Outstanding leadership skills and ability to lead teams at variety of locations
- Ability to take ownership of all tasks and manage them simultaneously
- Ability to handle and prioritize multiple tasks while maintaining attention to detail
- Outstanding verbal communication and superior writing skills
- 3+ years of management experience



-Proof of Covid-19 vaccination

### **Physical Requirements**

- Ability to lift, push, and/or pull objects up to approximately 40 pounds
- Comfort working seated at a desk and on a computer for prolonged periods of time.

### **Benefits**

The Hort offers all Full-Time regular employees a generous Paid Time Off package, termed Life Insurance Policy and Employee Assistance Program. Pre-tax benefits include transit, Flexible Spending Account, medical, dental, and vision insurance.

### **Additional Details**

- Salary Range: 70,000-75,000
- Schedule: Monday-Friday, 9am- 5pm. Evening and weekend support should be expected.
- Employment Classification: Full-Time Regular, Exempt
- Reports To: Senior Director of Programming, Partnerships, and Public Space

### **How to Apply**

To be considered please email a thoughtful cover letter, resume, and two references to [jobs@thehort.org](mailto:jobs@thehort.org) with 'Public Space Senior Manager' 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.*

*We provide reasonable accommodations to qualified individuals with disabilities to enable them to perform the essential functions of the job. Reasonable accommodations are also available for these individuals during the hiring process. Please email [jobs@thehort.org](mailto:jobs@thehort.org) should you require a reasonable accommodation during the hiring process.*