



Horticulture Field Manager

The Horticultural Society of New York is seeking an energetic and dedicated Horticulture Field Manager to oversee garden projects throughout New York City in a timely and professional manner. This includes supervising a work crew consisting of field supervisors and gardeners at our work locations, training staff and other participants, laying out plant displays, and collaborating with other managers on projects. This position works as part of a larger Horticultural team of several crews to plant and maintain green spaces throughout the city.

The mission of the Horticultural Society of New York is to improve human life through horticulture. We improve social infrastructure by creating green spaces in all neighborhoods, 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.

Responsibilities Include:

- Operations
 - Lead/coordinate a field crew performing horticultural maintenance and installations
 - Troubleshoot logistical challenges and general conflicts as they arise
 - Driving vehicle to site
 - Vehicle care
 - Organization of vehicle to make sure team is prepared for jobsite
 - Responsible for taking care of inventory of tools, supplies, and uniforms
 - Coordinate with the Director of Horticulture to order appropriate tools and supplies when necessary
 - Assist with horticultural and landscape projects' logistics
 - send team schedules
 - provide input/feedback on logical improvements
 - Survey condition of sites
 - document status of job site
 - communicate improvements needed or issues
 - Take photos of all sites to document progress and for social media or promotion use
- Administrative/Contract



- In collaboration with the Senior Director of Horticulture and the Director of Horticulture, prepare contract proposals for prospective clients.
- Communicate with clients on site to ensure tasks are completed as needed to the client's satisfaction.
- Create landscape designs for existing contracts and contract proposals
- Receipts, timesheets, and other relevant paperwork as necessary
- Create/update site maps
- Improve and create sustainability practices/initiatives
- Aid Program Development Manager with communication to partner organizations
 - Help with outreach
 - Attend meetings to further relationships with The Hort's workforce development program.
 - Help with administrative tasks such as timesheets and agreements with partner organizations

Required Qualifications

- Horticulturist/gardener with 3 or more years of hands-on experience designing, building, and maintaining urban green spaces, gardens, and urban farms
- Horticulture Certificate, 4-year degree, or equivalent experience
- Knowledge of green infrastructure design and implementation
- Excellent communications skills, including ability to take initiative and perform follow-up
- Excellent computer skills
- Valid NYS Driver's License and clean driving record
- Ability to work independently and manage multiple projects at once
- Garden design experience preferred but not required
- **All employees must be fully vaccinated against COVID-19 prior to their start date**

Physical Requirements

- Must be able to lift up to 50 pounds at a time
- Must be able to squat, lift, stretch, bend, and stand for extended periods of time.
- Able to sit and use a computer for extended periods of time.
- Ability to perform physical labor outside in various weather conditions

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

- Rate: \$58,000 - \$63,000
- Employment Classification: Full-Time Regular
- Reports To: Director of Horticulture

How to Apply

To be considered please email a thoughtful cover letter, resume, and two references to jobs@thehort.org with 'Horticulture Field 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 accommodation 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 should you require reasonable accommodation during the hiring process.