



## Assistant Manager- Queens

The Horticultural Society of New York (The Hort) seeks an **Assistant Manager in Queens, NY**. The Assistant Manager, based in Queens, NY, will oversee the maintenance and care of public space in Queens. This is a full-time and year-round position where you work outdoors in Corona Plaza, Woodside, Jackson Heights, 34<sup>th</sup> Ave, 31<sup>st</sup> Ave, and with the public. The Assistant Manager will be the eyes and ears on the ground, working with local community partners and agencies and supporting programming at the plaza.

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.

### Responsibilities Include

#### *Operations*

- Conducting End of Day Barrier Take Down Check
- Answering staff questions
- Supporting PM Shift Attendance
- Delivering supplies to worksites
- Providing coverage for various locations each week

Maintain open space cleanliness including:

- o Changing garbage cans
- o Removing trash in planters and tree pits
- o Sweeping
- o Managing onsite furniture
- Plant care support
- Salt sites as requested

#### *Community Relationships*

- Support communication with community and agency partners in the field as needed related to operations
- Support programming on Plazas and Queens Open Streets
- Work with local agencies on plaza operations
- Attending monthly meetings with stakeholders

#### *Administrative*



- Report maintenance, sanitation, horticulture, and other issues to management in a timely manner
- Track and report on open space conditions daily
- File and track 311s
- Support creating reports on plaza activity
- Uphold organizational standards by modeling professional, collaborative, and communicative behavior

#### *Other*

- Horticulture support
- Assist with pre-approved event tasks during normal work hours

#### **Required Qualifications**

- Proficiency in English and Spanish language
- Ability to work collaboratively and independently
- Excellent communication skills and comfort interacting with the public, city officials, and local businesses/organizations
  - Hands-on experience providing maintenance, preferably outdoors
  - Excellent attendance and punctuality
  - A team player with a can-do attitude
  - Leadership experience, either formal or informal
  - **All employees must be fully vaccinated against COVID-19 prior to their start date**

#### **Physical Requirements**

- Comfort navigating the subway, bus, streets, and other modes of transportation throughout NYC
- Comfort working outdoors in various weather conditions
- Ability to stand/walk for eight-hour shifts
- Ability to lift 10+lbs

#### **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, and medical, dental, and vision insurance.

#### **Additional Details**

-Salary: \$22 min - \$22max per hour

-Schedule: Wednesday-Sunday, 12:30 pm-8:30 pm (flex: 1:30 pm- 9:30 pm)



-Employment Classification: Full-time Regular

-Reports To: Program & Operations Managers

### **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 'Assistant Manager- Queens' 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](mailto:jobs@thehort.org) should you require reasonable accommodation during the hiring process.*