



## **Director of Learning**

The Horticultural Society of New York (The Hort) is hiring a Director of Learning. The Director of Learning will spearhead, assume life cycle ownership, and manage highly impactful and highly visible learning and internship programs for the Hort.

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**

#### **External**

- Develop an effective partnership and program plan based on the Hort's mission which create a diverse set of internship programs to prepare NYers enrolled in grades 6-12 for careers in the Horticulture or related field.
- Create access to resources and partner organizations that complement and advance the organization's role as a leader in urban agriculture in NYC.
- As main point of contact, provide leadership in advancing curriculum and build relationships with middle, high school, community college and university leaders, stakeholders, and community organizations to facilitate learning programs utilizing the Hort's proprietary curriculum.
- Develop and execute comprehensive seasonal experiential learning urban horticulture strategy targeted at grades 6-12 for implementation in public schools.

#### **Internal**

- The Director of Learning will collaborate with partner units on the development of new programs in NYC in response to interest from both internal and external groups, and in consideration of the organization's priorities and local trends/policies.
- Ensure connectedness among partner units by focusing each unit's mission through a lens of continuous review, finalization and expansion of curriculum by executing an organization-wide development and implementation process.
- Review tasks, schedule and lead meetings, implement feedback continuously. Serve as main point of contact for inquiries about the curriculum, maintain and update materials on the organization's website.

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- Serve as point of contact for internal and external partners as it relates to recruitment of interns and coordinate with internal partner units to develop a strategy for regular outreach in conjunction with established semester schedules.
- Determine key performance indicators and develop strategic approach to assessment of programs.
- Establish and implement goals and targets for the division in accordance with the Hort's Strategic Plan.

### **Required Qualifications**

- Minimum of 2 years in a project manager role
- Excellent writer
- Knowledge of instructional design methodology
- Ability to work independently and collaboratively
- High level of proficiency in Microsoft Office products
- Strong attention to details and organizational skills
- Familiarity with best practices in curriculum building, lesson planning, and standards
- Vaccinated against COVID-19

### **Preferred Qualifications**

- Fluency in Spanish
- General interest in horticultural therapy or environmental education

### **Physical Requirements**

- Comfort working on a computer for prolonged periods of time

### **Additional Details**

-Salary Range: \$80,000 to \$85,000

-Employment Classification: Full-Time Regular

-Schedule: Monday through Friday

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Reports To: Chief Operating Officer

### **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.

### **How to Apply**

To be considered, please email a cover letter, resume, and sample curriculum to [jobs@thehort.org](mailto:jobs@thehort.org) with “Director of Learning” in the subject line. Incomplete applications will not be considered. 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, creed, 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 reasonable accommodation during the hiring process.*

*All employees, interns, and volunteers must provide proof of COVID-19 vaccination unless they have been granted a reasonable accommodation for religious or medical reasons.*

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