



HR Associate

The Horticultural Society of New York (The Hort) seeks an HR Associate to work primarily with our [HORTNYC trainees](#) in Public Space positions. Part of a three-person Human Resources team, the HR Associate will focus on developing participants' core skills to support their potential career growth. The ideal candidate is self-motivated, can work independently, and is able to meet participants where they are in various stages of life.

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:

- Support leadership and trainees in performance-related conversations with coaching and confidence building.
- Support coaching staff in developing core skills for HORTNYC.
- Visit worksites to check in on crews, drop off materials, and provide additional support
- In collaboration with the HR team, support organizational staff integration by participating and contributing to The Hort newsletter, HR Round-Ups, and supporting Town Halls
- Support facilitating HORTNYC orientations and core skills trainings and support the Assistant Director of People & Culture in the development of new trainings sessions
- Serve as the first point of contact for employee questions and concerns and answer employee questions on weekends
- Appropriately redirect questions as needed.

Recruitment + Hiring

- Support coordinating and developing recruitment processes and schedules for HORTNYC and other events
- Track applicants through Indeed and the Excel application tracking system
- Phone screen, interview, and conduct reference checks for HORTNYC candidates; track results and support external communication with partner organizations
- Support the employee lifecycle for other departments, as needed
- Represent The Hort at public HR events (workshops, luncheons, job/ career fairs)
- Perform other duties as assigned

Required qualifications:

- Ability to work a minimum of 12 weekends a year or as needed
- Experience working with individuals who have faced barriers to employment
- Ability to handle sensitive information with the highest level of confidentiality; strong listening and mediation skills
- Excellent communication skills, both written and verbal
- Desire for continued improvement and open to feedback
- Attention to detail and organizational skills
- Comfort traveling throughout NYC via public transportation



- Proficient in Microsoft Office suite
- Experience with preparation for recruitment, onboarding, offboarding, and other events
- All employees must be fully vaccinated against COVID-19 before their start date

Preferred qualifications:

- Proficient in Spanish: Written/ Verbal
- Experience with Workforce Development or Internships programming
- Experience supporting performance conversations, preparing intervention, or delivering support plans for improvement
- Experience tracking metrics (attendance, program standing, retention data) to analyze trainees' outcomes
- Working knowledge of employment laws

Physical Requirements

- Comfort working on a computer for prolonged periods of time
- Comfort traveling across NYC using public transportation

Other Information

- Salary Range: \$52,000 to \$58,000
- Schedule: Will include some weekends
- Employment Classification: Full-Time Regular
- Positions Available: 1
- Reports to: Assistant Director of People & Culture

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 thoughtful cover letter and resume to jobs@thehort.org with "HR Associate" 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, 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.