



Community Coordinator

The Horticultural Society of New York seeks an energetic and dedicated Community Coordinator to oversee the maintenance and care of public space throughout all five boroughs. This position is a full-time, year-round position that works outdoors and with the public. The Community Coordinator will provide maintenance, barrier set up, space management, and light horticulture to public plazas and open streets.

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

Barrier Management

- Set up, maintain, and breakdown open street barriers at specific times each day
- Report any issues with barriers to Hort management

Maintenance

- Maintain open space cleanliness including:
 - Changing garbage cans
 - Removing trash in planters and tree pits
 - Sweeping
 - Managing onsite furniture
- Plant care support

Administrative

- Report maintenance, sanitation, horticulture, and other issues to management in a timely manner using text messaging, email, and forms
- Track and report open space conditions daily
- Submit daily timecards through Paychex Flex

Community Relationships

- Support communication with community and agency partners in the field as needed related to operations

Other

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

Required Qualifications

- Ability to work collaboratively and independently
- Excellent communication skills and comfort interacting with the public, city officials, and local businesses/organizations
- Comfortable working in high traffic areas (road sides, medians, traffic circles, tree pits, etc).



- Punctual and dependable
- Ability to communicate effectively and promptly with coworkers
- Comfort or willingness to learn Outlook email and Paychex Flex
- **All employees must be fully vaccinated against COVID-19 prior to their start date**

Physical Requirements

- Comfort working outdoors in various weather conditions
- Ability to stand/walk for eight-hour shifts
- Ability to lift 10+lbs
- Comfort traveling throughout the city on public transportation

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

- Rate: \$20.00min - \$20.00max per hour
- Schedule: 7am-3pm, weekends preferred
- Employment Classification: Full-Time Regular

How to Apply

To be considered please email a thoughtful cover letter, resume, and two references to jobs@thehort.org with 'Community Coordinator' 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, 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 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.