



Assistant Manager

The Horticultural Society of New York (the Hort) seeks an **Assistant Manager**. This position will work closely with the Program and Operations Managers to support a team of Community Coordinators on the ground. With the Community Coordinators and Leads, the Assistant Manager will monitor daily operations, track onsite supply usage, ensure crew attendance, and support crews with scheduling. The ideal candidate for this role will have an excellent customer service approach when interacting with the community and Hort team members. They should be flexible and prepared to travel around the city. The full job description is attached.

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

- Conducting End of Day Barrier Take Down Check in Person
- Answering staff questions in person
- Supporting PM Shift Attendance
- Delivering supplies to worksites
- Providing Coverage for various locations each week
- Assist Community Coordinators in maintaining public spaces including:
 - o Evening barrier duty
 - o Changing garbage cans
 - o Removing trash in planters and tree pits
 - o Sweeping
 - o Managing Onsite furniture
- Collecting photos, information on issues, and other data for maintenance sites
- Utilizing in-field data to create reports
- Supporting on-site events
- Relaying onsite issues to Program and Operations Managers via email and in-person
- Supporting administrative operations as needed
- Other tasks not listed

Required Qualifications

- Collaborative and a team player



- Ability to use Excel to track basic data and upload photos
- Comfort with Microsoft 365 including Outlook, Word, Excel, and PowerPoint
- Willingness to work outside in various weather conditions
- Willingness and comfort traveling by public transportation to sites in all five boroughs
- Excellent communication and coordination skills, including the ability to connect with people working in the field
- Ability to work independently and manage multiple projects at once
- Ability to work evening and weekend shifts
- **All employees must be fully vaccinated against COVID-19 prior to their start date**

Preferred Qualifications

- Valid NYS Driver's License
- Knowledge of NYC neighborhoods

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 30+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 Range: \$24 min - \$24max per hour
- Schedule: Saturday- Wednesday, 12:30 pm-8:30 pm (flex: 1:30 pm- 9:30 pm)
- Employment Classification: Full-time Regular
- Reports To: Program & Operations Manger

How to Apply



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