



## Horticulture Contract Manager

The Horticultural Society of New York seeks a Horticulture Contract Manager to ensure quality of site work, develop landscape designs, and liaise with clients. The ideal candidate is organized with excellent attention to detail, capable of juggling multiple projects at once and enjoys traveling throughout New York City.

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:

- Quality Control
  - Survey condition of sites
    - Document the status of job sites
    - Monitor and identify pest and disease issues
    - Communicate improvements needed or issues
    - Take photos of all sites to document progress and for social media or promotion use
  - Communicate with clients on-site to ensure tasks are completed as needed to the client's satisfaction.
  - Post-installation audit
- Initial Site Visits
  - Visiting new and potential worksites to assess horticultural needs
  - Developing tasks lists and communicating to other staff in written and verbal form
  - Assess horticultural opportunities at potential sites and develop plans under the direction of the Senior Director of Horticulture
  - Estimate material and workload needs for sites
- Design
  - In collaboration with the Senior Director of Horticulture, develop landscape designs and plant pallets/layouts for existing contracts and proposals
  - Create 2 dimensional drawings in AutoCAD that effectively illustrate proposed designs to clients and staff
  - Develop plant selections that fit the needs of projects, considering site conditions, aesthetics, and the desires of clients
- Administrative/Contract
  - Reconcile receipts and other relevant paperwork as necessary
  - Create/update site maps



- Establish scheduling and ordering of materials
  - Assist with database development and organization
  - Develop, implement, and facilitate relevant horticultural training for horticulture staff and trainees.
  - Consult with and provide guidance to other staff on horticultural skills and technique
- Improve and create sustainability practices/initiatives
  - Participate in organization's special projects
  
  - Greenhouse Education Center
    - As directed, provided horticulture support and guidance at Denny Farrell Riverbank State Park Greenhouse Education Center
    - Water, weed, care for plants, scout for pests, and diseases
    - Provide support and consultation for staff

#### **Required Qualifications**

- Horticulturist/Gardener with 3 or more years of hands-on experience designing, building, and maintaining urban green spaces, gardens, and urban farms
- Horticulture Certificate, 4-year degree, Landscape Design Certificate 2-years, or 3-5 years of related or equivalent experience
- Comfort and knowledge of green infrastructure design and implementation (green roofs, green walls, raised beds, planters, etc.)
- Excellent communications skills, including ability to take initiative and perform follow-up
- Excellent computer skills
- Ability to work independently and manage multiple projects at once
- **All employees must be fully vaccinated against COVID-19 prior to their start date**

#### **Preferred Qualifications**

- Landscape Architect Degree
- Proficient in Microsoft Office suite
- Some experience using AutoCAD (able to offer some coaching)

#### **Physical Requirements**

- Able to lift up to 30 pounds at a time
- Must be able to squat, lift, stretch, bend, and stand for extended periods of time.
- Ability to perform physical labor outside in various weather conditions
- Comfort traveling throughout the city on public transportation
- Ability to work stationary at a computer for prolonged periods of time

#### **Additional Details**



- Rate: \$55,200-\$63,000 annual salary
- Employment Classification: Full-Time Regular
- Reports To: Senior Director of Horticulture

### **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](mailto:jobs@thehort.org) with "Horticulture Contract Manager" in the subject line. Incomplete applications will not be considered—no phone calls.

*Please be advised that due to the high volume of applicants, we can only contact candidates whose skills and background best fit the needs of the open positions. We appreciate your interest in employment opportunities at The Horticultural Society of New York.*

*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 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 a reasonable accommodation during the hiring process.*