



## Community Coordinator

The Horticultural Society of New York seeks an energetic, communicative, 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 break down 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
  - Other maintenance and sanitation tasks as required
- Plant care support
- Maintain stock of supplies
- Occasionally deliver supplies from the office to worksites

#### *Administrative*

- Report maintenance, sanitation, horticulture, and other issues to management in a timely manner
- Track and report open space conditions daily

#### *Community Relationships*

- Support communication with community and agency partners in the field as needed related to operations
- Provide courteous and helpful answers to community member questions and appropriately redirect concerns and complaints.

#### *Other*

Support onsite events and programming



### 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 (roadsides, medians, traffic circles, tree pits, etc.).
- Punctual, dependable, and able to maintain a good attendance record.
- Ability to communicate effectively and promptly with coworkers
- Able to work in all five boroughs of New York City
- Comfort with Paychex Flex and Microsoft Outlook or the willingness to learn
- Able to understand written and spoken English
- Possess a working cell phone and maintain active service for the duration of employment.
- The cell phone must be capable of receiving calls, texts, and emails during work hours and for work-related purposes.
- The employee must be available to respond to work-related communication during work hours in a timely manner.
- **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 during the shift

### 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: Varies by shift. Evening and weekend availability is required

-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](mailto:jobs@thehort.org) with 'Community Coordinator' in the subject line. 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, 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](mailto:jobs@thehort.org) should you require reasonable accommodation during the hiring process.*