



Public Space Logistics & Response Manager

The Horticultural Society of New York (The Hort) seeks a Public Space Logistics & Response Manager to oversee the maintenance, logistics, and rapid response needs of public spaces, plazas, and Open Streets. Reporting to the Director of Public Space, this role ensures that each site remains safe, functional, and welcoming year-round through proactive facilities management, coordination of repairs, and emergency response during severe weather events. The ideal candidate brings a balance of hands-on operational knowledge, strong organizational skills, and the ability to lead coordinated responses across multiple sites and teams.

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:

Operations

- Under direction from the Director of Public Space, report, respond and resolve public space operational and infrastructure issues
- Manage repairs for on-site operational issues
- Work with relevant NYC agencies as directed to ensure coordinated responses to events and conditions

Snow and Severe Weather Events

Create and deploy plans for snow and severe weather event days in public space, including but not limited to:

- Manage deployment of staff and external subcontractors when a snow event is anticipated, including overnight and weekends as needed
- Creation of maps, purchasing and deployment of supplies and materials as needed

Administrative

- Complete relevant paperwork, record keeping, data tracking and other tasks
 - Manage inventory, supply ordering and snow removal supply
- Data Entry & Analysis
- Report and document snow removal across 40+ public space locations
- Support invoice management for subcontractors

Quality Control



- Create and utilize systems to develop and execute repairs as directed
- Additional tasks as assigned by management

Required Qualifications

- 1 year experience in infrastructure and facilities management or similar roles
- Superior attention to detail and organization
- Excellent communication and coordination skills
- Brings a customer service-oriented approach
- Exceptional adaptability and flexibility to role changes and developments
- Ability to handle multiple and competing priorities, exceptional delegation skills
- Ability to work independently and manage multiple projects at once
- Ability to work early mornings, evenings, overnight and/or weekends

Preferred Qualifications

- Valid NYS Driver's License
- Experience with Zuper is a plus
- Small teams or people management experience a plus
- Microsoft Office Suite Experience (Word, Excel, PowerPoint, Teams, Outlook, etc)
- Bilingual is a plus (Fluent in English and Spanish)

Physical Requirements

- Comfort working outdoors in various weather conditions (extreme heat and cold)
- Comfortable working seated at a desk and on a computer for prolonged periods
- Ability to stand/walk for eight-hour shifts
- Ability to lift 40+lbs
- Comfort traveling throughout the city on public transportation

Benefits

The Hort offers all Full-Time regular employees a generous Paid Time Off package, term life insurance policy, and Employee Assistance Program. Pre-tax benefits include transit, Flexible Spending Account, medical, dental, and vision insurance. A 401(k)-retirement plan is available after one year of service.

Additional Details

Salary: \$66,300 annual salary

Employment Classification: Full-Time Regular

Schedule: Monday-Friday 9am-5pm; This manager will be responsible for any response during weather events, including but not limited to overnight shifts.

Reports To: Director of Public Space



How to Apply

To be considered, [click here](#) to submit your application and required materials. **Only complete applications will be reviewed. 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 should you require reasonable accommodation during the hiring process.