



## Workforce Development Associate

The Horticultural Society of New York (The Hort) seeks a proactive, empathetic, and relationship-driven **Workforce Development Associate** to support trainees in our growing workforce development programs. As a key member of both the **Human Resources** and **Workforce Development** teams, the Workforce Development Associate plays a dual role—supporting participants in building the professional and personal skills needed to thrive, while connecting them with meaningful employment opportunities in horticulture, urban greening, and environmental stewardship. The ideal candidate is innovative and naturally creates a supportive environment where trainees feel seen, heard, and motivated to grow. They are a strong facilitator who can lead engaging workshops on core skills, and career readiness, while also being a trusted, encouraging presence for operations teams onsite.

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:**

#### *Career Placement + Partnership Management*

- Drive successful job placements for trainees by cultivating and maintaining strong relationships with local horticulture employers, parks departments, community-based organizations, and sustainability partners.
- Actively seek out and secure employment, internship, and mentorship opportunities aligned with trainees' goals and current green industry needs.
- Partner with local horticulture organizations, urban greening initiatives, parks departments, park conservancies, Business Improvement Districts, and sustainable landscaping businesses to identify job placements and internship opportunities
- Promote program services and highlight trainee achievements to partners and in professional networking settings. Maintain updated records on referrals, placements, and trainee progress, ensuring these are communicated back to stakeholders
- Connect trainees to relevant partnership resources, including job placement, internship opportunities, and skills training, based on each trainee's career aspirations
- Represent The Hort at workforce development coalition meetings with peers and trainings to stay informed of trends, new practices, and best approaches to career coaching
- Plan and execute outreach efforts, including tabling at community events and partner organizations, presenting HORTNYC program information.

#### *Career Coaching + Trainee Support*

- Build trusting and supportive relationships with trainees to support confidence and skills
- Actively participate in bi-weekly horticulture and core-skills related trainings to align workforce development strategies with green industry standards
- Provide insight and feedback on participant progress, contributing to continuous program improvement and team-wide coaching strategies.
- Offer cover letter, resume, interview skills, and goal-setting support to all exiting trainees
- Develop and lead workshops and networking events designed to prepare trainees for the professional



demands of the local nature-based green industry.

- Collaborate with program facilitators to ensure training content aligns with employer expectations and industry trends.
- Maintain and track program metrics and trainee records—including hours spent on tasks, skill acquisition, and job placement outcomes—and prepare accurate reports for internal stakeholders and external partners as needed.
- Analyze program data to identify trends, inform decision-making, and support continuous improvement initiatives
- Visit worksites to check in on crews, drop off materials, and provide additional support
- Support the development of post-training or alumni network that keeps former trainees informed of the opportunities and developments in the green careers industry

#### *Program Completion + Retention*

- Coordinate and develop a referral process for trainees who complete the training program
- Provide incremental retention follow-up up to two years on all participants who completed training
- Maintain ongoing relationships with community organizations regarding referrals
- Identify and recommend professional development opportunities for alumni to promote long-term career retention and growth.
- Perform other duties as assigned

#### *Human Resources + Recruitment*

- Partner with the HR team to facilitate orientations, organization-wide trainings, re-orientations, and exit interviews for trainees
- Collaborate with HR Coordinators to recruit qualified candidates for HORTNYC programs, ensuring alignment with program goals and participant eligibility criteria
- Support full-cycle recruitment efforts, including outreach, application review, candidate screening, interview, offers, and on-boarding
- Represent HORTNYC at partner organization presentations, career fairs, and community events; facilitate interactive program trainings and informational sessions, present program details, distribute materials, and answer questions to increase awareness and support recruitment.
- Support performance-related conversations
- With the HR team, develop The Hort's newsletter, circulate HR roundups, events, and brainstorm other ways to work across internal units
- Appropriately redirect questions as needed.

#### **Required qualifications:**

- Ability to work a Saturday through Wednesday schedule
- 2+ years professional work experience
- 1+ year Experience as a Career Coach, Employment Counselor, or experience in career development
- Proven ability to develop and maintain strong professional networks that lead to job placements or industry partnerships.
- Experience working with individuals who have faced barriers to employment, with a demonstrated commitment to equity and accessibility.
- Demonstrated ability to effectively communicate across departments to drive project or task success



- Ability to handle sensitive information with the highest level of confidentiality
- Strong commitment to accessibility and equity, particularly for underserved and under-resourced populations
- Excellent communication skills, both written and verbal
- Highly organized and able to work independently while managing multiple projects at once
- Comfort traveling throughout NYC via public transportation
- Proficient in Microsoft Office suite or similar platform

**Preferred qualifications:**

- Bilingual English/Spanish
- Background in workforce development, non -profit or nature-based green careers
- A degree in social work or related fields, such as psychology, vocational rehabilitation, or occupational rehabilitation from an accredited institution required or 2-4 years of related experience

**Physical Requirements**

- Comfort working on a computer for prolonged periods of time
- Comfort traveling across NYC using public transportation

**Other Information**

Salary Range: \$58,000 to \$62,000

Schedule: Saturday through Wednesday, 9:00a-5:00p unless otherwise specified

Employment Classification: Full-Time Regular

Positions Available: 1

Reports to: Senior Director of People & Culture

**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.

**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, 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.*

