



School Engagement Coordinator

The Horticultural Society of New York seeks an energetic, communicative, and dedicated School Engagement Coordinator to support partnerships between NYC public schools and public space initiatives. This role is responsible for the day-to-day coordination, logistical support, and ongoing communication that enable schools to successfully participate in public space programming. The School Engagement Coordinator implements established processes, tracks progress across school partnerships, and maintains clear, consistent communication with school partners, while escalating complex issues and strategic decisions to the Partner Engagement Manager. By serving as a reliable point of contact, the Coordinator helps ensure that students have consistent, meaningful access to green public spaces as part of their school experience.

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:

School Partner Coordination & Logistics

- Support school partners in navigating NYC DOT's public space program requirements, timelines, and expectations
- Assist with applications, permits, and logistical planning related to school participation in public space initiatives
- Track school progress from onboarding through implementation and ongoing use of public spaces
- Coordinate scheduling, materials, and follow-up related to school participation

Communication & Support

- Maintain regular communication with assigned school partners and relevant stakeholders
- Provide timely follow-up on school-related requests, questions, and deliverables
- Support the drafting and distribution of partner updates, reminders, and general communications
- Assist with the development of FAQs, resource guides, and outreach materials
- Collaborate with internal teams to support school-facing community engagement efforts
- Assist in developing and scheduling content on Instagram, Hootsuite, and Constant Contact



Outreach and Programming Support

- Assist with planning and hosting school-focused webinars and information sessions (slides, logistics, Q&A support)
- Support tabling and outreach at events as directed, including plant- and public-space-focused programming

Documentation & Tracking

- Maintain accurate internal records related to school engagement and public space participation
- Track communications, milestones, and deliverables for assigned school partners

Other

- Participate in professional development opportunities as offered and directed
- Support additional program needs as assigned

Required Qualifications

- 1–3 years of relevant experience in education, community engagement, nonprofit administration, or related fields
- Strong written and verbal communication skills, including ability to connect with people throughout the New York City region
- Ability to manage details, deadlines, and multiple tasks with consistency
- Adaptable and flexible, ability to find teachable moments in opportunities.
- Comfort working collaboratively while also completing independent work
- Experience with tabling, canvassing, or direct outreach
- Fluency with web-based meeting platforms (Zoom, Microsoft Teams, Google Meet, etc.)
- Ability to handle sensitive and confidential information
- Willingness to work both indoors and outdoors in varying weather conditions
- Ability to work evenings and weekends as required
- Willingness to travel locally with supplies

Preferred Qualifications

- Administrative experience
- Familiarity with NYC public schools and systems
- Familiarity with Instagram, Hootsuite, or Constant Contact a plus
- Familiarity with WordPress content management and HTML



- Comfort with public speaking or group facilitation
- Knowledge of NYC neighborhoods

Physical Requirements

- Comfort navigating the subway, bus, streets, and other modes of transportation throughout NYC.
- Comfort working on a computer for prolonged periods of time.

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

Employment Classification: Full-Time, Regular Salary Range: \$45,000 - \$52,000 annual salary

Reports to: Partner Engagement Manager

Work Location: In-Office

Background Check: Coordinator will need to be screened by the NYCPS Office of Personnel Investigation and submit fingerprints

Work Locations: Midtown Office, and school and public space sites throughout NYC

Schedule & Shift: Monday-Friday, 9am-5pm. Additional flexibility is required based on program needs

How to Apply

To be considered, [click here](#) to submit your application, resume, and a brief cover letter detailing your interests. **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 should you require reasonable accommodation during the hiring process.