



Greenhouse Program Manager

The Horticultural Society of New York (The Hort) seeks a creative and strategic Greenhouse Program Manager to lead educational programming, community engagement, and public events at the Greenhouse and Education Center at Denny Farrell Riverbank State Park. Reporting to the Director of the Greenhouse and Education Center and with the support of GPSWFs, the Greenhouse Program Manager will be responsible for the implementation of a diverse portfolio of horticulture-based educational experiences serving children, families, educators, older adults, workforce development participants, and community members. This individual will position the Greenhouse and Education Center as a vibrant destination for learning, wellness, environmental stewardship, and community connection.

The Horticultural Society of New York brings plants into the places where daily life happens, especially in neighborhoods with the least access to green space. We turn “unplantable” urban spaces—sidewalks, medians, traffic triangles, and streets—into gardens and plantings that last. We engage communities through learning, wellness, and paid work, so the benefits of plants are more accessible to New Yorkers across our city.

Responsibilities

Program Leadership & Curriculum Implementation

- Implement, and oversee educational programming for diverse audiences.
- Administer directly and support others in delivering The Hort’s seasonal and year-round curricula rooted in horticulture, environmental education, food growing, and community stewardship.
- Ensure internal and externally facilitated programming that aligns with The Hort’s mission and strategic priorities.
- Evaluate and continuously improve program quality and participant outcomes.

Daily operations and scheduling

- ☞ Serve as the point of contact person on-site across assigned shifts, including opening and closing.
- ☞ Resolve front-line problems and maintain a safe, orderly, welcoming site.
- ☞ Prepare spaces, materials, and setups for booked programs and guest-facilitated sessions.
- ☞ Coordinate the weekly scheduling of staff assigned to the Greenhouse.
- ☞ Support all program logistics, including space, scheduling, and daily presence.



Program Management & Staff Supervision

- Supervise educators, facilitators, and interns assigned to work at the Greenhouse
- Provide coaching, training, and professional development opportunities.
- Ensure program delivery is consistent, inclusive, and high quality.

Events & Public Programming

- Lead plant-focused community events, seasonal celebrations, workshops, exhibitions, and open houses.
- Coordinate logistics with operations staff and external partners.
- Support fundraising and donor engagement events held at the site.

Evaluation, Grants & Administration

- Support tracking participation metrics and program outcomes.
- Prepare reports for grants, funders, and organizational leadership.
- Assist with program budgets and strategic planning.
- Other tasks, as directed

Qualifications

- Experience managing program delivery and front-line staff, ideally at a community, education, or public-facing site.
- 2+years of experience managing educational or community programs.
- Experience delivering curriculum and facilitating learning for diverse audiences.
- Strong operational skills for scheduling and staff management.
- Familiarity with horticulture, gardening, urban agriculture, or environmental education preferred.

Preferred Qualifications

- Bilingual (Spanish/ English)
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, PPT, etc.)



Physical Requirements

- Able to lift 50+ pounds and comfortable working outside in all weather conditions.
- Ability to squat, lift, stretch, bend, sit and stand for extended periods of time
- Ability to perform physical labor outside in all weather conditions.
- Comfort navigating the subway, bus, streets, and other modes of transportation throughout NYC

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:

- Schedule: Sunday-Thursday 10am-6pm
- Work Locations: Denny Farrell Riverbank State Park Greenhouse and Education Center, and other approved locations
- Reports to: Director, Greenhouse and Education Center
- Salary: 66,300-68,000 annual salary
- Background Check: Facilitators may be screened by the DOE Office of Personnel Investigation and submit fingerprints

How to Apply

Please include a brief cover letter detailing your interests along with the completed application and resume. 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 open positions' needs. Thank you for 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.