

Civil Service Title: Community Coordinator  
Title Code No: 56058  
Office Title: Special Programs Coordinator

Level: NA  
Salary: \$57,000 - \$62,000  
Work Location: 100 Gold St., Manhattan  
Number of Positions: 1

GreenThumb provides technical assistance, educational workshops and material support to community gardeners throughout New York City. With approximately 600 community gardens and 20,000 volunteer gardeners, GreenThumb is the largest community gardening program in the country.

**MAJOR RESPONSIBILITIES**

- Under general direction, with wide latitude for independent initiative and judgment, direct the supervision, planning, implementation, coordination, monitoring and evaluation of various programs supporting community gardens.
- Develop community garden-specific programs in areas including but not limited to urban agriculture, composting, soil health, green infrastructure, wildlife, public art, sustainability and ecology. Assist garden groups in implementing public programs.
- Develop and implement an updated educational workshop program that supports gardeners in cultivating thriving urban community gardens.
- Build relationships with numerous stakeholders, including gardeners, greening groups, community organizations, universities and city agencies.
- Create and manage program budgets, assist with purchasing and track inventories of materials.
- Represent GreenThumb to the general public and outside organizations.
- Perform research, analyze data, prepare reports and complete tasks as assigned in various areas related to urban gardening.

**QUALIFICATION REQUIREMENTS**

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to “1” or “2” above. However, all candidates must have at least one year of experience as described in “1” above.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required for all other candidates.

**PREFERRED SKILLS/QUALIFICATIONS**

1. Master’s degree or some advanced training in a field related to duties above.
2. Background or demonstrated interest in community gardening, open space management, urban agriculture or horticulture.
3. Strong verbal and written communication skills.
4. Ability to work outdoors in gardens when required.
5. Ability to work a flexible work schedule, including events on evenings and weekends, as required.
6. Ability to manage multiple assignments with competing deadlines.
7. Second language a plus.
8. Proficiency in Microsoft Word, Excel and PowerPoint; basic understanding of Microsoft Access a plus.
9. Some experience with budget management and program development.
10. Valid New York State driver license.

**City employees:**

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID#: 249363**

Include your ERN on all correspondence.

**For all other applicants:**

Click here to apply: [Special Programs Coordinator](#) **OR**

- 1) Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search)
- 2) Search for **Job ID#: 249363**

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POST DATE: 07/29/16	POST UNTIL: 08/19/16	Job ID#: 249363
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NOTE: All resumes must be received no later than the last day of the posting period.