



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 339536

Office Title: Project Development Coordinator for GreenThumb

Civil Service Title: Community Coordinator **Title Code No:** 56058 **Level:** NA

Salary: \$50,362 - \$78,177

Number of Positions: 1 **Work Location:** 100 Gold Street, Manhattan

NYC Parks GreenThumb provides technical assistance, educational workshops, operational support and materials to community gardens throughout New York City. Supporting nearly 600 community gardens and 20,000 volunteer gardeners, GreenThumb is the largest community gardening program in the country.

Major Responsibilities

- Under supervision of the Assistant Director, with latitude for independent initiative and judgment, support GreenThumb's Planning & Programs Team through a variety of duties outlined below.
- Assist with the completion and implementation of long-range plans, including GreenThumb's 5-year strategic plan.
- Engage with community gardeners to support development and implementation of special projects in community gardens.
- Recommend priorities, funding sources and resources to support physical improvements to gardens and assist in developing programs to connect gardeners with volunteers and funding resources.
- Develop strategies to identify land and resources that may be appropriate for the development of community gardens.
- Manage inventories and budgets, purchase supplies and track usage of materials.
- Build relationships within city government, non-profit community based organizations and philanthropic organizations.
- Represent GreenThumb to the general public and outside organizations.
- Perform research, analyze data and prepare reports related to GreenThumb and community gardening.
- Spend up to 50% of work hours in the field managing projects during the spring, summer and fall.

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 in urban planning, landscape architecture or a related field or some advanced training in a field related to the duties above.
2. Strong oral and written communication skills.
3. Excellent interpersonal skills and ability to interact with various audiences.
4. Creative problem-solving skills.
5. Strong community engagement and group facilitation skills with diverse audiences.
6. Ability to work on multiple projects simultaneously and work independently or in a team environment as needed.
7. Adobe Creative Suite, Geographic Information Systems and other software skills a plus.
8. Knowledge of New York City government and community based organizations.
9. Bilingual English/Spanish.
10. Valid New York State driver license.

How to Apply

Parks Employees:

1) From a Parks computer: Access **Employee Self Service (ESS)** from the Parks Intranet under Applications or use this link: <https://hrb.nycaps.nycnet/>. Once in **ESS**, go to Recruiting then Careers and search for **Job ID# 339536**. Do not access **ESS** using nyc.gov/ess from a Parks computer.

Parks & City Employees:

2) From a Non-Parks computer: Access **Employee Self Service (ESS)** by going to nyc.gov/ess or use this link: <https://a127-ess.nyc.gov/>. Once in **ESS**, go to Recruiting then Careers and search for **Job ID# 339536**.

Include your ERN and **Job ID# 339536** on your cover letter and resume.

All other applicants:

Click here to apply: [Project Development Coordinator for GreenThumb](#) OR
Go to nyc.gov/careers/search and search for **Job ID# 339536**.

POST DATE: 03/23/18

POST UNTIL: 04/13/18

NOTE: All resumes must be received no later than the last day of the posting period. References will be required upon request.

nyc.gov/parks

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