

**City of New York  
Parks & Recreation**

**Citywide Job Vacancy Notice  
Job ID № 249349**

Civil Service Title: Community Associate  
Title Code No: 56057  
Office Title: Outreach Coordinator/GreenThumb

Level: NA  
Salary: \$47,000 - \$52,000  
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 supervision, with latitude for independent initiative and judgment, perform all aspects of community outreach to garden groups, external organizations and the general public in assigned geographic areas.
- Build relationships with and among gardeners, greening groups, community organizations, city agencies and community boards to facilitate communication around community involvement in community gardens.
- Represent GreenThumb to the general public and outside organizations in order to expand awareness of and participation in community gardening in New York City.
- Support garden groups with technical, educational, material and organizational support and assist in producing educational workshop series for gardeners and the general public.
- Assist with developing programs to connect gardeners with other gardeners, funding sources and educational opportunities.
- Assist with purchasing and delivery of supplies and implementing projects at gardens.
- Utilize a tracking system and database to monitor inventory and materials, including lumber, soil and tools.
- Work with garden groups to develop and implement long-term design and programming goals.
- Assist garden groups with organizational development, capacity building and dispute resolution.
- Organize and staff garden volunteer projects.
- Oversee licensing and registration of garden groups and compliance with GreenThumb requirements.
- Perform research, analyze data, prepare reports and complete tasks as assigned in various areas related to urban gardening.

**QUALIFICATION REQUIREMENTS**

1. High School diploma or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "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. Bachelor's Degree.
2. Experience or demonstrated interest in community gardening, horticulture, community organizing, outreach or a related field.
3. Strong verbal and written communication skills.
4. Previous experience working with community groups.
5. Ability to work a flexible work schedule, including events on evenings and weekends, as required.
6. Ability to work outdoors in gardens when required.
7. Ability to manage multiple assignments with competing deadlines
8. Second language a plus.
9. Proficiency with Microsoft Word and Excel; experience with Microsoft Access a plus.
10. Valid New York State driver license.

**City employees:**

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID#: 249349**

Include your ERN on all correspondence.

**For all other applicants:**

Click here to apply: [Outreach Coordinator/GreenThumb](#) **OR**

- 1) Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search)
- 2) Search for **Job ID#: 249349**

**THE CITY OF NEW YORK  
AND  
THE CITY OF NEW YORK / PARKS & RECREATION  
ARE EQUAL OPPORTUNITY EMPLOYERS  
M/F/D/V  
Telecommunications Device for the Deaf: (212) 504-4115  
[www.nyc.gov/parks](http://www.nyc.gov/parks)**

POST DATE: 07/29/16	POST UNTIL: 08/19/16	Job ID#: 249349
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NOTE: All resumes must be received no later than the last day of the posting period.