

Civil Service Title: Community Coordinator
Title Code No: 56058
Office Title: Project & Design 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 projects at community gardens.
- Leverage problem solving skills to identify key issues at the beginning of a project and develop an appropriate plan, including project scope, community outreach, timelines, specific analyses to be completed and individual responsibilities.
- Provide guidance, leadership, vision and innovative problem solving to GreenThumb and make recommendations for corrective action when needed.
- Assist garden groups in developing and implementing site designs and projects, and support garden groups with capacity building, group development, dispute resolution and community visioning.
- Assist with developing programs for connecting gardeners with other gardeners, funding sources and educational opportunities offered by other agencies.
- Assist with purchasing and delivery of supplies; utilize a tracking system and database to monitor inventory and materials, including lumber, soil and tools.
- Represent GreenThumb to the general public and outside organizations.
- Perform research, analyze data, prepare reports, give presentations 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, 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. Experience or willingness to learn design programs, including SketchUp and Adobe Creative Suite.
10. Valid New York State driver license.

City employees:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID#: 249361**

Include your ERN on all correspondence.

For all other applicants:

Click here to apply: [Project & Design Coordinator](#) **OR**

- 1) Go to www.nyc.gov/careers/search
- 2) Search for **Job ID#: 249361**

**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**

POST DATE: 07/29/16

POST UNTIL: 08/19/16

Job ID#: 249361

NOTE: All resumes must be received no later than the last day of the posting period.