



The Lower East Side Ecology Center has pioneered community-based models in urban sustainability since 1987. We provide unique e-waste and composting services, environmental stewardship opportunities, and educational programming to all New Yorkers to create an equitable, resilient, and sustainable city.

THE POSITION: Stewardship Coordinator

The Ecology Center seeks a Stewardship Coordinator who is deeply motivated to inspire environmental stewardship and volunteerism within people of all ages and skills. The Stewardship Coordinator will be responsible for organizing and carrying out stewardship activities such as: gardening, creation of green infrastructure, and street tree care. This person will also be responsible for teaching the Horticulture Training Program, which introduces youth to sustainable horticultural practices. Availability on weekends during the growing season is a must. The Stewardship Coordinator will report to the Stewardship Manager.

PRIMARY RESPONSIBILITIES

Landscape Management

- Support the Stewardship manager in creating and executing maintenance plans for green spaces in East River Park, Tompkins Square Park, and Pier 42, ensuring sustainable and eco-friendly practices
- Document and measure the volume of yard waste generated in Pier 42 and East River Park

Volunteer Engagement

- Recruit, train, and coordinate community volunteers for regular stewardship events and special projects
- Lead corporate volunteer groups of various sizes in hands-on park care activities, ensuring safety and an engaging experience
- Foster long-term relationships with volunteers to build a strong community support network
- Capture photographs of volunteer events and groups in action

Horticulture Training Program

- Carry out the Horticulture Training Program (participants aged 16-21 years old) during spring, summer, and fall. Responsibilities include onboarding trainees, leading training sessions, and providing mentorship throughout the program.
- Collaborate with stewardship and education manager to develop curriculum

Community Outreach and Collaboration

- Develop and foster relationships with community partners and serve as a representative of the Ecology Center in the local neighborhood and within the broader NYC environmental stewardship community.
- Promote the organization's mission through outreach initiatives and social media
- Support special events, such as the Fall Social, collaborative workshops, and outreach events

Administrative Duties

- Maintain records of volunteer activities, horticulture training program, and park maintenance efforts including tracking weights of yard waste generated through stewardship activities
- Coordinate pre-event and post-event logistics with corporate volunteer groups, such as verifying group size, collecting waiver signatures, identifying meeting location, establishing volunteer tasks, and sending a post-event summary message to the volunteer group.

CORE SKILLS AND EXPERIENCE

- Strong experience in urban horticulture and sustainable landscaping practices, at least 2 years of hands-on experience; public green space experience preferred
- Strong familiarity with urban horticulture and knowledge of NYC native plants and common weeds.
- Effectively collaborates with others within a team while also being capable of taking initiative and completing tasks on their own when needed
- Attention to detail and organization, with an ability to manage multiple projects
- Ability to work with and effectively communicate with a wide range of audiences including: volunteers, youth and adult participants, community partners, and the general public ability to perform physically demanding tasks such as squatting, kneeling, and standing for extended periods, comfortably handling items weighing up to 50 lbs, and work outdoors in various weather conditions
- Flexibility to work on weekends and evenings (varies based on the season, but could range from 1-3 weekend days/month)
- Comfortable with Mac OS, Microsoft Office, and Google Drive apps
- Willingness to learn how to operate a cargo bike on NYC streets (training will be provided)

ADDITIONAL SKILLS AND EXPERIENCE PREFERRED

- At least two years of higher education experience in environmental science, horticulture, landscape management, or a related field
- A valid driver's license and experience driving on NYC streets
- Comfortable with being flexible and adapting to change
- Demonstrated mentorship and leadership skills
- Bilingual skills

COMPENSATION AND BENEFITS

This is a seasonal full-time position that is employed during April through the end of November. The hourly compensation range for the position is \$27 - to \$32/hr, commensurate with skills and experience. The Ecology Center contributes towards a health care plan and offers a 401K matching plan. We offer paid holidays, paid vacation prorated at 8.75 hours for each full calendar month of employment, personal days prorated at 2.9 hours for each full calendar month of employment and sick days prorated at 2.9 hours for each full calendar month of employment.

HOW TO APPLY

Qualified candidates should submit a resume and cover letter that addresses why you're interested in the position, how your experiences relate to the job responsibilities, and why you would like to work with the Ecology Center.

Application materials should be combined into a single PDF file and sent to info@lesecologycenter.org with "Stewardship Coordinator - YOUR NAME" in the subject line.

Deadline to apply: March 15th, 2025

No phone calls, please.

Diversity, Equity, and Inclusion is core to the mission at the Lower East Side Ecology Center. The Lower East Side Ecology Center does not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, marital status, age, veteran status, or physical or mental disability.