



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 Assistant, part-time and seasonal**

The Ecology Center seeks someone who is deeply motivated to inspire environmental stewardship and volunteerism within people of all ages and skills. The Stewardship Assistant will be responsible for supporting green space stewardship activities and leading volunteer workdays, carrying out tasks such as: gardening, creation of green infrastructure, and street tree care. This person will also support the Stewardship Coordinator in carrying out sessions in our Horticulture Training Program, which introduces youth to sustainable horticultural practices. The Stewardship Assistant must be committed to environmental justice and be comfortable interacting with a wide-range of individuals from a variety of social, ethnic and organizational backgrounds.

### **PRIMARY RESPONSIBILITIES**

- Support the planning for and carry out environmental stewardship activities for groups of all ages, skills and varying in size from 5-50 participants. This includes acting as day-of point person, demonstrating horticultural practices, organizing tools, track attendance, and ensuring safety.
- Working with the Stewardship Coordinator, support the Horticulture Training Program activities such as: onboarding trainees, conducting training sessions and acting as a mentor to the trainees.
- Carry out educational workshops for school groups, community groups, and the general public in Seward Park, or at local sites
- Track participation and programmatic data and photograph events for documentation
- Assist with other Ecology Center programs and activities as needed

### **CORE SKILLS AND EXPERIENCE**

- Minimum of one year work experience related to environmental stewardship coordination or similar work.
- Familiarity with urban horticulture or gardening practices and working knowledge of NYC native plants and common weeds.
- Team player that is self-directed, organized and with a can-do attitude.
- Demonstrates a commitment to diversity, equity and inclusion
- Ability to work with and effectively communicate with a wide range of audiences including: staff, community partners, volunteers, youth and adult participants, the general public.
- Enthusiasm to work outdoors in all weather conditions.
- Complete physically demanding tasks and be comfortable handling items up to 50 lbs.

- Comfortable with Mac OS, Microsoft Office, and Google Drive apps
- Willing to operate a cargo bike on NYC streets (training will be provided)
- A valid driver's license is a plus
- Second language skills is a plus

## **COMPENSATION AND BENEFITS**

This position would be part-time from May 6 - Nov 15, 2024, working at up to 20 hours per week on a consistent 3-day schedule. You are also expected to be available to attend occasional evening and/or weekend events as needed. You will be working from the Seward Park House, in the field and have flexibility to work remotely as coordinated with your supervisor.

We offer the following compensation and benefits:

- \$20 - \$24/hr, dependent upon experience
- Sick time and personal days pro-rated at time of hire
- Paid holidays during months 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 for the Ecology Center.

Application materials should be combined into a single pdf file and sent to [info@lesecologycenter.org](mailto:info@lesecologycenter.org) with "Stewardship Assistant - YOUR NAME" in the subject line.

Deadline to apply: April 1, 2024 at 5pm

No phone calls please.

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.