



GrowNYC

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212-788-7900

www.grownyc.org

JOB ANNOUNCEMENT – Stop ‘N’ Swap® Coordinator (SNS Coordinator)

Number of Positions Available: 1

Organization Information

GrowNYC, a non-profit working for more than forty-five years to improve the environment in New York City, is interviewing qualified candidates for a Stop ‘N’ Swap Coordinator with GrowNYC’s Zero Waste Programs funded by the NYC Department of Sanitation.

GrowNYC Zero Waste Programs were created in 2006 as part of the Mayor’s Comprehensive Solid Waste Management Plan (SWMP) in order to meet the ambitious recycling goals outlined in the SWMP. Working closely with the NYC Department of Sanitation, these programs focus on a wide range of waste prevention, reuse, recycling, and composting initiatives to divert material from landfill or incinerator disposal.

Since 2007 GrowNYC has organized a community swap program, now known as Stop ‘N’ Swap. These one-day events attract up to 500 participants who are invited to bring clean, reusable, portable items for others to use or simply show up with a tote bag to see what is free for the taking. Any materials left at the end of the event are sorted for reuse and recycling.

Position Summary

The position offers the opportunity for a highly motivated individual with outstanding organizational and people skills to work alongside another SNS coordinator to plan, promote and implement Stop ‘N’ Swap events throughout the city. Under the supervision of GrowNYC’s Zero Waste Program Director, the SNS Coordinators will be responsible for managing all aspects of the SNS program including securing event space, overseeing promotion, recruiting volunteers, setting up and breaking down the event and coordinating the recycling or donation of any leftovers. Some of the duties and responsibilities shall include:

- Liaising with City agencies, religious institutions, community-based organizations and others to develop a network of available event spaces in all 59 of the City’s Community Districts.
- Maintaining relationships among donateNYC partners and staying up-to-date on reuse activities and organizations in NYC
- Securing event space and conducting site visits to assess the viability of each potential space and create individual event plans.
- Identifying local charities, shelters and reuse organizations interested in receiving excess clothing, shoes, books, housewares, toys, electronics, media and other items left at the end of the swap and arranging for pick-up or drop-off after each event.

- Managing two part-time SNS assistants and coordinating with additional OROE staff for each event.
- Recruiting and training event volunteers or working with GrowNYC's Volunteer Coordinator to do so.
- Creating press releases and other promotional materials, posting event on various websites, submitting listings to print, radio and televised event calendars, conducting outreach to community organizations, building management and elected officials, posting flyers in businesses and buildings in the vicinity of the event space.

Candidates should be highly motivated with experience coordinating events, excellent communication skills and the ability to work well with diverse communities. We seek energetic people who have the ability to work as a team and are capable of setting and meeting goals. Additional qualifications include:

- Working knowledge of recycling in New York City.
- Strong interpersonal relationship-building skills, including the ability to work effectively with the public and mediate conflicts.
- Strong oral and written communications skills, including public speaking, informational materials development and media outreach.
- Ability to work both as a team and independently.
- Second language skills strongly encouraged.
- Ability to juggle multiple projects and meet deadlines.
- Willingness to travel throughout the city to meet with individuals, attend planning meetings and coordinate events, often on weekends.
- Proficiency in Microsoft Office Suite.
- Extremely strong organization, planning, and time management skills.
- Ability to move or carry items such as folding tables, tents, or boxes of donations, and stand or walk for extended periods of time.
- Able to commit to frequent weekend work, as well as early mornings and extended hours on event days.
- Valid NY State driver's license, and willingness to drive cargo van throughout NYC.

The positions are fulltime. Salary: \$43,000, plus benefits. Qualified applicants should submit a cover letter, resume, and two references to recycle@grownyc.org or via FAX (212) 788-7913. Please write "SNS Coordinator" in the subject line. Interviews will be on a rolling basis. Due to the volume of employment applications received, GrowNYC is unable to respond to each application individually. Applicants will be contacted directly if selected as a candidate. No phone calls or recruiters please. Applications deadline is September 29, 2017.

GrowNYC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, sex, age, disability, marital status or sexual orientation.