BACKGROUND
The Lower East Side Ecology Center offers free public compost collection and education, electronic waste recycling, stewardship of public open space, and environmental education. Our programs focus on offering opportunities for all New Yorkers to learn about environmental issues facing NYC and to take responsibility for solving those problems.

The Ecology Center is a host site for the NYC Compost Project, created by the NYC Department of Sanitation (DSNY) in 1993. This program works to reduce waste in NYC and rebuild NYC's soil by providing New Yorkers with the knowledge, skills, and opportunities they need to produce and use compost locally.

THE POSITION: Project Coordinator
The NYC Compost Project Hosted by LES Ecology Center seeks someone with a passion for composting and administrative organization to join our team as a Project Coordinator. This position is primarily responsible for ensuring that all program data are organized, collaborating with team members to carry out education and outreach activities and acting as a central organizer to the relaunch of the Master Composter Certificate Course. You will excel in this position if you’re a team player that is self-directed with a can-do attitude and someone who enjoys working behind the scenes on essential administrative program components.

PRIMARY RESPONSIBILITIES
- Manage program activity data and compile the monthly programmatic report
- Ensures that all onsite equipment is being tracked and documented appropriately
- Assist Deputy Director in creating monthly financial reports
- Coordinate with citywide Compost Project partners on relaunching the Master Composter Certificate Course
- Oversee administrative components of a new citywide Master Composter program (scheduling, promotion and coordination with partners)
- Assist with educational workshops and outreach events
- Assist with food scrap drop-off sites as needed
- Oversee public communications by responding to general email inquiries, phone calls and email newsletters
- Perform additional duties as determined by the Ecology Center and by DSNY

SKILLS/ABILITIES:
- Knowledge of and commitment to composting, sustainability and waste reduction.
- Strong administrative, organizational and data management skills.
- Strong interpersonal skills and the ability to work with the public, alone, in a team, and in a variety of settings
- Ability to lift at least 50 pounds and to occasionally perform physically strenuous tasks
- Willingness to work outdoors in all seasons and on weekends/evenings as needed

EDUCATION / EXPERIENCE
- Bachelor’s degree preferred (ideally, in a related field)
- Proficiency in Excel, MS Word, PowerPoint, Google Docs. Familiarity with Adobe Creative Suite a plus.
- Valid driver's license, and experience driving in NYC
- Bilingual skills preferred but not required
- Minimum one year of related work experience

Qualified candidates should submit a cover letter and resume to info@lesecologycenter.org by August 9, 2021. No phone calls please.

For more information about the NYC Compost Project please visit: www.nyc.gov/compostproject
For more information about the LES Ecology Center please visit: http://www.lesecologycenter.org