



Hosted by



LES  
Ecology  
Center

## **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 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 Associate, part-time**

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 part-time Project Associate. Working as part of a small team, this position is primarily responsible for carrying out administrative responsibilities of the citywide Master Composter Certificate Course. You will excel in this position if you're a team player with a can-do attitude and someone who enjoys focusing on the details and working behind the scenes of the program's essential administrative components.

## **PRIMARY RESPONSIBILITIES**

- Create event listings for Master Composter workshops, field trips, and volunteer days with citywide Compost Project partners.
- Assist with tracking event attendance and enter Master Composter activity registration data into the Salesforce database.
- Assist with tracking Master Composter course attendees' progress towards earning the Master Composter Certificate Course and sending progress updates to attendees.
- Assist with planning and execution of Master Composter networking and graduation events.
- Respond to general email inquiries and phone calls relating to the Master Composter Certificate Course.
- Perform additional duties related to the Master Composter Certificate Course as determined by the supervisor.

## **CORE SKILLS AND EXPERIENCE**

- Knowledge of and commitment to composting, sustainability, and waste reduction.
- Strong administrative, organizational, and data management skills with exceptional attention to detail.
- Ability to communicate effectively via phone and email with program partners. This includes clear communication and active listening.

- Comfortable with being flexible and adapting to change.
- Openness to give and receive feedback between colleagues and program partners.
- Demonstrates a commitment to diversity, equity, and inclusion.
- Proficiency in Google Docs, Excel, Word, and PowerPoint.

#### **ADDITIONAL SKILLS AND EXPERIENCE PREFERRED**

- Bilingual skills
- Familiarity with Adobe Creative Suite, Salesforce, and Mailchimp

#### **COMPENSATION AND BENEFITS**

This is a part-time, hourly position with about 17 hours/week (70 hours/month). The hourly rate is \$26.37 per hour. Part-time employees receive paid holidays, personal and sick time.

#### **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@leseecologycenter.org](mailto:info@leseecologycenter.org) with "Project Associate - YOUR NAME" in the subject line.

Deadline to apply: Oct 20, 2023

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.