



Stewardship Manager

Salary range \$60,000 - \$70,000 + Health insurance stipend of \$1,100 per month

Primary duties

- Lead staff and support volunteers at stewardship events at parks in all five boroughs. These include;
 - litter cleanups at beaches, parks and streets
 - bench-painting
 - non-native plant removal and planting native plants
 - Leading 3 - 5 events per month
- Planning and organizing events by
 - communicating with partner organizations
 - recruit volunteers
 - scheduling staff
 - communicating with City Council liaisons
 - scouting locations
- **Work with development team to write grant applications to support H2O stewardship and education projects**
- Equipment inventory and coordinating repairs and replacement parts
- Organizing equipment storage container as needed
- Assist with administrative tasks including research, outreach, drafting communications
- Attending meetings and webinars

Job requirements

- Available to work weekends
- Punctual
- Have a valid driver's license
- Have their own computer & internet access
- Ability to lift 50 pounds
- Be friendly and able to work well with diverse groups of people
- Be willing to work occasionally in inclement weather
- Strong writing skills

Job preferences

- Proficiency with Spanish
- Prior experience in environmental field
- Prior experience organizing events
- Knowledgeable about local environmental issues & policy