

## Programs Associate

The Battery Conservancy (TBC) is a non-profit organization that works in partnership with the NYC Department of Parks & Recreation to operate and activate The Battery, the 25-acre public park located at the southern tip of Manhattan. The Battery is at the forefront of sustainable urban park planning and organic horticulture. Since 1994 TBC has spearheaded the park's transformation from a dilapidated and rundown dustbowl into a vibrant public garden and outdoor oasis. TBC activates the park space through a wide range of programs for schools and the public, including field trips, workshops, tours, performances, summer apprenticeships, and volunteer opportunities.

The Programs Associate is a full-time, non-exempt position reporting to the Programs Manager.

### Schedule:

- Ideal start date is March 3<sup>rd</sup> 2025, with some flexibility
- Full-time, 40 hrs/week. Regular schedule of Monday-Friday, 9am to 5pm, with occasional adjustments to cover some Saturday programs and events.
- Shift in workday for major TBC events, to be determined

### Responsibilities:

- **Program Development and Implementation**
  - With support from Programs Manager and Education team, utilize The Battery's ecological and civic resources to design and deliver lessons, tours, hands-on activities, and other programming on the urban farm and throughout the park for visiting classes, families, and volunteers
    - Design and deliver spring and fall programs for school groups and families
    - In partnership with NYC Department of Education, design and deliver two three-week summer sessions for high school students focused on themes of urban farming and public space stewardship
    - Design and deliver winter season opportunities for school communities
  - Lead adult volunteer groups through all aspects of farm maintenance
  - Support training of seasonal educators
  - Keep detailed records of program participation and support regular program evaluations
  - Assist the Programs Manager with other program delivery as needed
- **Site Maintenance**
  - Work with Programs Manager to plan and maintain physical site of Battery Urban Farm
  - Organize, maintain, and prepare materials and supplies
- **Additional Responsibilities**
  - Assist Development team with grant writing and reporting and other funding efforts
  - Seek out new partnerships for programming
  - Engage with park visitors as an ambassador for the park and TBC
  - Assist with major TBC events and perform other general park tasks as assigned by the Programs Manager

### Desired Qualifications:

- Bachelor's or Associate's degree in a related field, or related experience in education and/or park and garden work
- Two or more years of experience managing outdoor education programs for a range of age groups
- Two or more years of gardening and/or farming experience
- Ability to both work efficiently on a team and lead a team
- Ability to perform heavy physical labor on a regular basis in all weather conditions
- Experience with program evaluation and data analysis
- Excellent organizational skills as well as verbal and written communication skills
- Ability to work occasional overtime and weekends as needed
- English fluency required; additional language proficiency encouraged

**Compensation:** Annualized salary is \$50,000, commensurate with experience. The Battery Conservancy is an equal opportunity employer and offers a generous compensation package including full health benefits, generous paid time off, commuter benefits, 401(k), and more.

**To Apply:** Please send a cover letter and resume to [positions@thebattery.org](mailto:positions@thebattery.org) with "Programs Associate" in the subject line, by end of day January 27th. No phone calls please.