



## **Position Description:**

### **Naval Cemetery Landscape and Stewardship Coordinator**

**July 2022**

#### **Position Summary**

Brooklyn Greenway Initiative (BGI) seeks a Coordinator for the Naval Cemetery Landscape (NCL), an award winning 1.7-acre contemplative memorial landscape and pollinator habitat at the Brooklyn Navy Yard, and stewardship and greening programs along the 26-mile Brooklyn Waterfront Greenway. The Coordinator's primary focus is annual and day-to-day horticulture and operations of the NCL, including public engagement at the site, with a secondary focus on stewardship and greening programs in distinct locations along the Greenway. As an integral member of the BGI team, the Coordinator will oversee operations, support current efforts and shape long-term strategy and resources at the NCL and along the Greenway.

#### **Naval Cemetery Landscape Background**

The Naval Cemetery Landscape honors the site's natural, agricultural, military, and cultural past in the form of a memorial meadow and sacred grove. As a "green node" along the Greenway, this publicly accessible space revitalizes the native plant and pollinator populations in the region while evoking the histories of settlement and cultivation, and life and death, while slowing the heart rate and connecting visitors with the site.

#### **Job Description**

The NCL and Stewardship Coordinator reports directly to the Deputy Director and is an important member of the team focused on advancing the NCL and BGI's stewardship goals. The NCL and Stewardship Coordinator is responsible for three main areas of work:

##### *Landscape Operations & Horticultural Management*

- Manage the effective maintenance and operation of the NCL, including but not limited to tools maintenance, repair work, seasonal tree pruning, occasional plantings/reseedings, invasive species removal, and general horticulture tasks
- Manage the maintenance of Greenway area adjacent to NCL, with tasks including street tree care and litter, leaf, and snow removal
- Manage maintenance of container plantings along segments of Greenway
- Serve as point of contact for external vendors, service providers, and partners related to NCL and Greenway maintenance, operations, and security
- Coordinate partners and run community and corporate volunteer events along Greenway
- Manage and strategize efforts to bring new resources to NCL, including coordination of "NCL Advisory Committee". Work with Committee and staff to execute ongoing stewardship of the space and develop long-term strategy and actions to sustain ecological health and foster positive community impact of NCL and the Greenway
- Support development of new funding opportunities and strategic partnerships for BGI's greenspaces
- Address security issues and/or damage to NCL property as needed and manage strategies to mitigate future damage to signage, planted areas, lighting, etc.

### *Leadership & Team Supervision*

- Supervise a small team of part-time NCL Gardeners and/or seasonal Volunteers or Interns, setting and ensuring performance standards while fostering professional growth and development
- Lead recruitment and onboarding of NCL Gardeners on a seasonal or as-needed basis
- Ensure the effective sharing of information and overall communication with and among NCL Gardeners, volunteers and program partners despite disparate schedules
- Manage staff schedules and timekeeping in keeping with BGI protocols
- Support organization-wide fundraising efforts and grant reporting

### *Public Engagement & Programming*

- Ensure a positive visitor experience of NCL, including interpretation of its cultural and natural history for a diverse audience
- Ensure proper use of NCL, i.e. guiding visitors to stay on the boardwalk, park bikes at the entrance, etc.
- Track daily visitation and attendance at programs
- In coordination with BGI Staff, conceptualize, plan, and execute public programs focused on environmental education, wellness, art, stewardship, and citizen science at NCL and BGI's other greenspaces
- Orient staff to programming details and logistics
- Liaise with program and community partners
- Build on year-round calendar of public programs
- Work with staff to promote programs, develop collateral materials, and support social media and content for the NCL

### **Position Requirements**

- Three+ years of experience in horticulture and/or hands-on landscape work, including plant and pest identification, caring for a variety of perennials, managing for beneficial plant and insect species, and general groundskeeping OR five years' (minimum) relevant work experience that demonstrates transferable skills to this role; additional education or specialization in meadow ecology, native plants or restoration a plus
- Strong interest in outdoor environments, cultural landscapes, native plants, and pollinators
- Experience managing, leading, and/or mentoring teams toward a common goal
- Experience delivering outgoing customer service / forward facing role; preferably in a public setting
- Demonstrated record of reliability; ability to work independently; self-starting
- Must be an enthusiastic team-player, willing to collaborate on tasks; commitment to shared goals
- Ability to work regular weekend shifts; potential for additional shifts may arise for special programs
- Ability to work outdoors in all weather conditions
- Ability to lift 50 lbs.
- Valid NYS driver's license a plus
- Degree/certification in landscape management or horticulture a plus

### **Schedule and Salary Details**

The NCL & Stewardship Coordinator is a full-time, non-exempt (hourly) position.

**Schedule:** 5 days/week, generally 9am – 5pm. Weekend work is required; schedule varies and will be confirmed seasonally.

**Compensation:** \$50,000 - 55,000 annualized salary, commensurate with experience, plus modest benefits package that includes paid holidays and personal time, and the option to enroll in BGI's health care plan

### **Application Process**

Interested candidates can fill out a short application at this link: <https://forms.gle/Zni9x5MPouDHZ7Cr9> then email your resume to [jobs@brooklyngreenway.org](mailto:jobs@brooklyngreenway.org) with “NCL Coordinator” in the subject line. **We are seeking a candidate to start immediately, applications will be considered on a rolling basis.**

### **About Brooklyn Greenway Initiative**

[Brooklyn Greenway Initiative](#) (BGI) is a 501(c)(3) nonprofit organization whose mission is to develop, establish, and steward the Brooklyn Waterfront Greenway, a landscaped bicycle and pedestrian corridor contiguous with parks and open space, enabling access and connectivity to the waterfront as well as new mobility options for communities along the Brooklyn waterfront.

**Brooklyn Greenway Initiative is an equal opportunity employer, and is strongly committed to welcoming, supporting, investing in, and empowering a workforce that reflects the full diversity of Brooklyn and the communities we serve. We strongly seek and encourage candidates who are Black, Indigenous, People of Color, LGBTQIA+, immigrants, people with disabilities, women, any other legally protected status, and people that have a strong connection to the Bedford-Stuyvesant, South Williamsburg, Wallabout, Clinton Hill, or Fort Greene neighborhoods to apply.**