



POSITION DESCRIPTION:

Horticulture & Park Operations Coordinator

The High Line is a new public open space on a disused, elevated rail structure on the west side of Manhattan. Built between 1929 and 1934 to carry rail freight, the High Line runs from Gansevoort Street to 34th Street. The High Line has been unused for freight transportation since 1980. It is now owned by the City of New York, under the jurisdiction of the NYC Department of Parks & Recreation (DPR). The High Line will be managed by Friends of the High Line (FHL)—the City’s non-profit partner in the design, construction, and ongoing maintenance of the park, in collaboration with the Department of Parks & Recreation. The first section of the park is scheduled to open in early summer, 2009.

Reporting to FHL’s Vice President of Horticulture and Park Operations, the Horticulture and Park Operations Coordinator will manage the field office complex within the temporary maintenance and operations (M&O) area on the High Line. In this capacity, the Coordinator will plan meetings and daily schedules, maintain inventories, records, and staffing calendars, coordinate orders, and provide general administrative support to the horticulture and operations staff on the High Line.

Primary Tasks Include

- Coordinating staff schedules and shifts;
- Scheduling meetings;
- Serving as the primary receptionist for the M&O office on the High Line, including answering phones and delivering messages;
- Managing the on-site M&O office for High Line horticulture and operations staff, including ordering, stocking, and delivering office supplies, and maintaining general office tidiness;
- Providing direct administrative support to the Vice President of Horticulture and Park Operations and the Deputy Director of Horticulture and Park Operations;
- Maintaining departmental files and records;
- Running errands and performing miscellaneous job-related duties as assigned.

Qualifications

The successful candidate will be self-motivated, detail-oriented, energetic, and highly organized. Must be a team player and have excellent communication and interpersonal skills, and the ability to prioritize and handle multiple projects. Must be proficient in the Microsoft Office suite. A familiarity with horticultural practices and/or facilities operations, and Associate’s degree and/or equivalent experience or certificates required.

To Apply

Submit cover letter and resume to: jobs@thehighline.org. Only those whose applications are being considered will be contacted. No phone calls please.

Friends of the High Line is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.