



Career Coach

The Horticultural Society of New York (The Hort) is seeking a dynamic and dedicated Career Coach to empower and guide trainees in our HORTNYC workforce development program. As a key Human Resources team member, the Career Coach will play a crucial role in equipping participants with essential career skills, confidence, and industry knowledge to help them transition successfully into full-time employment upon completing the 8-month training program. The ideal candidate is proactive, adaptable, and skilled at meeting trainees where they are—supporting individuals with diverse backgrounds and life experiences to unlock their full potential within the green industry.

The mission of The Horticultural Society of New York is to improve human lives through horticulture. Our social service and public programs create green spaces in all neighborhoods as a vital part of social infrastructure, train people for jobs that grow and sustain green communities, and develop fresh approaches to improve New Yorkers' health, well-being, and environment through horticulture.

Responsibilities:

Partnership Management

- Establish and maintain productive relationships with external partners, such as employers, training providers, and community organizations, to support clients' career pathways
- Partner with local horticulture organizations, urban greening initiatives, parks departments, park conservancies, Business Improvement Districts, and sustainable landscaping businesses to identify job placements and internship opportunities
- Promote program services and participant achievements to partners, as well as represent the organization in networking settings
- Maintain accurate records on referrals, placements, and client progress, ensuring these are communicated back to stakeholders as needed
- Connect trainees to relevant partnership resources, including job placement, internship opportunities, and skills training, based on each trainee's career aspirations
- Attend Workforce development meetings with peers and trainings to stay informed of trends, new practices, and best approaches to career coaching

Career Coaching

- Build trusting and supportive relationships with trainees to support confidence and skills
- Offer cover letter, resume, interview skills, and goal-setting support to all exiting trainees
- Develop and co-facilitate career workshops, job fairs, or networking events that address participant needs
- Support the design and facilitation of training that aligns with current industry needs and ensure that trainees gain hands-on experience with plants, landscaping, urban gardening, and environmental restoration
- Track metrics required by workforce programs and development management, such as hours spent on specific tasks, skill acquisition, participant retention in green jobs, and other relevant data to report back to program administrators
- Coach Trainees individually and in group settings to develop core skills



- Visit worksites to check in on crews, drop off materials, and provide additional support
- Support the development of post-training or alumni network that keeps former employees informed of the opportunities and developments in the green careers industry

Off-boarding

- Coordinate and develop a referral process for trainees who complete the training program
- Provide incremental retention follow-up up to two years on all participants who completed training
- Maintain ongoing relationships with community organizations regarding referrals
- Identify opportunities for professional development
- Represent The Hort at career expos and job fairs
- Perform other duties as assigned

Human Resources

- In partnership with the HR team, facilitate orientations and re-orientations for new staff
- Facilitate Exit-interviews and off-boarding of all Trainees exiting the program
- Support performance-related conversations
- With the HR team, develop Hort newsletter, circulate HR roundups, events, and brainstorm other ways to integrate teams
- Appropriately redirect questions as needed.

Required qualifications:

- Ability to work a Saturday through Wednesday schedule
- 2+ years professional work experience
- 1+ year Experience as a Career Coach, Employment Counselor, or experience in career development
- Experience working with individuals who have faced barriers to employment
- Ability to handle sensitive information with the highest level of confidentiality
- Strong commitment to accessibility and equity, particularly for underserved and under-resourced populations
- Excellent communication skills, both written and verbal
- Highly organized and able to work independently while managing multiple projects at once
- Comfort traveling throughout NYC via public transportation
- Proficient in Microsoft Office suite or similar platform
- **All employees must be fully vaccinated against COVID-19 before their start date**

Preferred qualifications:

- Bilingual English/Spanish
- Background in workforce development
- A bachelor's degree in social work or related fields, such as psychology, vocational rehabilitation, or occupational rehabilitation. From an accredited institution required or 4 years of related experience



Physical Requirements

- Comfort working on a computer for prolonged periods of time
- Comfort traveling across NYC using public transportation

Other Information

Salary Range: \$58,000 to \$62,000

Schedule: Saturday through Wednesday

Employment Classification: Full-Time Regular

Positions Available: 1

Reports to: Director of People & Culture

Benefits

The Hort offers all Full-Time regular employees a generous Paid Time Off package, termed Life Insurance Policy and Employee Assistance Program. Pre-tax benefits include transit, Flexible Spending Account, medical, dental, and vision insurance.

How to Apply

To be considered, [click here](#) to submit your application and required materials. **Only complete applications will be reviewed.** *No phone calls.*

Please be advised that due to the high volume of applicants, we can only contact candidates whose skills and background best fit the needs of the open positions. We appreciate your interest in employment opportunities at The Horticultural Society of New York.

The Hort is committed to workplace diversity and inclusion. It is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation, or any other characteristic protected by federal, state, or local law.

We provide reasonable accommodation to qualified individuals with disabilities to enable them to perform the essential functions of the job. Reasonable accommodations are also available for these individuals during the hiring process. Please email jobs@thehort.org should you require reasonable accommodation during the hiring process.

