

GREEN-WOOD

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| Position: | Manager of School and Family Programs |
| Department: | Development, Programming & Archives |
| | School Programming (Education) |
| Reports to: | Director of Education |
| Location: | The Green-Wood Cemetery, Brooklyn, NY |
| FLSA Status: | EXEMPT |
| Hours: | FULL-TIME; M-F, 8:30AM to 4:30PM |
| Date: | April 1, 2025- until filled |

ABOUT THE OPPORTUNITY

Are you passionate about education, history, and creating meaningful experiences for students and families? Do you thrive in a dynamic, mission-driven environment where history, nature, and storytelling intersect? If so, Green-Wood is looking for you!

As the **Manager of School and Family Programs**, you will play a key role in designing and delivering engaging educational programs that connect school-aged children, teachers, and families to Green-Wood’s rich history, art, and environment. Reporting to the Director of Education, you’ll oversee school partnerships, develop compelling curricula, help onboard and oversee part time educators, manage program logistics, and lead family-focused events that bring learning to life.

This role is perfect for an **experienced educator and program leader** who thrives on creating immersive learning experiences, managing operational details, and collaborating with schools, educators, and community partners to expand Green-Wood’s impact.

WHAT YOU WILL DO

- **Develop & oversee school and family programs** that inspire curiosity and exploration.
- **Manage part-time educators** by assisting with hiring, training, and ensuring high-quality program delivery.
- **Coordinate program logistics**—scheduling, invoicing, and financial tracking.
- **Create dynamic, standards-based curricula** that align with Green-Wood’s educational goals.
- **Lead engaging family events** that foster community involvement and lifelong learning.
- **Build partnerships** with schools, community organizations, and cultural institutions.

WHAT YOU WILL NEED TO SUCCEED

- **Education & Experience:** Bachelor’s degree (Education, Museum Studies, History, Environmental Science, or related field) with at least three years of experience in education or cultural institutions.
- **Leadership & Management Skills:** Experience supervising staff, volunteers, or educators.
- **Operational Expertise:** Strong ability to manage program logistics, scheduling, and budgets.
- **Curriculum Development:** Proven experience designing educational experiences for diverse learners.
- **Community Engagement:** Passion for working with diverse audiences and fostering inclusive learning environments.

- **Bonus Points:** Fluency in Spanish or Mandarin, outdoor education experience, or familiarity with NYC’s educational landscape.
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HOW WE’LL MEASURE THE SUCCESS OF THIS ROLE

- **Program Quality:** Deliver engaging, high-impact educational programs.
 - **Operations:** Oversee scheduling, resources, and documentation.
 - **Educator Management:** Train, support, and supervise part-time educators.
 - **Curriculum Development:** Design standards-based, mission-aligned curricula.
 - **Family Engagement:** Plan and execute community-focused family events.
 - **Partnerships:** Strengthen relationships with schools and community partners.
 - **Financial Oversight:** Manage budgets, track costs, and optimize resources.
 - **Evaluation:** Collect and analyze feedback to enhance programs.
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GREEN-WOOD: A ONE-OF-A-KIND WORKPLACE

At Green-Wood, we embrace a shared vision of unity and purpose, bringing together our diverse roles as a vibrant National Historic Landmark, an accredited arboretum, a living cemetery, and a cultural institution. Together, we honor the past, enrich the present, and inspire the future through our collective commitment to history, nature, and community.

We are seeking exceptional individuals to join our team and contribute to the mission of “**One Green-Wood.**” If you are passionate about preserving history, fostering spaces for reflection and memorialization, and building a legacy that connects culture, nature, and community, we invite you to explore our rewarding career opportunities. **Be part of something greater. Be part of One Green-Wood!**

ABOUT THE TEAM

The Education and Public Programs department at Green-Wood develops comprehensive public engagement initiatives for school-aged children, the general public, and diverse local community groups. Using the Cemetery's rich array of built and natural assets, we highlight Green-Wood's singular role in celebrating life, grieving loss, and memorializing the departed. Through four key focus areas—arts and culture, American history, nature and the environment, and death education—we offer a wide variety of experiences for visitors including performances, tours, lectures, hands-on workshops, and specialized educational programs.

As a historic, rural cemetery situated in the heart of an evolving urban area, Green-Wood serves both the local community and the broader New York City area. By investing in education and public engagement, we inspire the next generation to embrace the Cemetery with passion, knowledge, and a commitment to its preservation. Through external partnerships and close collaboration with internal teams, we aim to establish a national and global standard for how cemeteries can expand their scope of activities, welcome new audiences, and serve as vital cultural centers.

Additional Information

Mission Statement

Green-Wood is a living cemetery that brings people closer to the world as it is and was, by memorializing the dead and bringing to life the art, history, and natural beauty of New York City.

Equal Employment Opportunity Statement

Green-Wood is an equal employment opportunity employer that prohibits discrimination against applicants and employees on the basis of race, color, religion, sex, gender, national origin or ancestry, age, disability, pregnancy, sexual orientation, gender identity, marital status, domestic partner status, military or veteran status, citizenship status, and any other basis or characteristic protected by federal, state, or local law.

Physical Demands/Working Conditions

This role requires regular standing and walking, including navigating hilly terrain in various weather conditions. Candidates must be able to lift and move objects weighing up to 20 pounds. Additionally, applicants must provide proof of a valid driver's license and demonstrate a minimum of five years of licensed driving history to meet insurance requirements.

Pay Transparency Clause

As required by New York City law, the salary range for this position is disclosed in this job posting. The actual salary offered may vary based on factors such as experience, education, and qualifications.

HOW WE SUPPORT YOU

At Green-Wood, we prioritize your well-being—physically, emotionally, and financially. As part of our "One Green-Wood" mission, we offer a comprehensive benefits package to support and recognize your valuable contributions.

Become part of a dynamic and passionate team at Green-Wood Cemetery, where history, art, and nature beautifully intersect! Collaborate with fellow museums, history, and environmental enthusiasts to help preserve and share the legacy of this iconic National Historic Landmark, while making a meaningful impact on both the community and the environment.

- **Salary Range:** \$68,000 -75,000 (based on experience).
- **Generous paid time off** (holidays, vacation, and personal leave).
- **Comprehensive medical, dental, and vision insurance.**
- **401k** (partial matching - after one full year of service)
- **Employer-paid life insurance.**
- **Optional insurance plans (life, disability, etc.).**
- **Flexible Spending Account (FSA).**
- **Commuter benefits** help with transportation costs.
- **Free on-site parking.**

READY TO APPLY?

Join a mission-driven team dedicated to preserving history, engaging communities, and inspiring lifelong learning. At Green-Wood, education goes beyond the classroom—our 478-acre landscape becomes the classroom. Be part of a team that brings history and nature to life for students, educators, and families in one of New York City's most unique learning environments.

Ready to make an impact?

Apply today by sending your resume and cover letter to hr@green-wood.com and help shape the future of education at Green-Wood!