

# GREEN-WOOD

<b>Position:</b>	Education Associate
<b>Department:</b>	Development and Public Programming
<b>Unit:</b>	Education and Public Programs
<b>Reports to:</b>	Director of Education
<b>Location:</b>	The Green-Wood Cemetery, Brooklyn, NY
<b>FLSA Status:</b>	NON-EXEMPT; PART-TIME
<b>Hours:</b>	25 HRS/WEEK, 4 DAYS A WEEK 9AM TO 2PM M-F, OCCASIONAL WEEKENDS
<b>Hourly Rate:</b>	\$25

## ABOUT GREEN-WOOD

The Green-Wood Cemetery is the permanent residence of more than 580,000 individuals and a beloved public destination, welcoming nearly 500,000 visitors annually. Spanning 478 acres of historic grounds, grand architecture, and world-class statuary, Green-Wood is more than a cemetery—it is a National Historic Landmark, an accredited arboretum, an outdoor museum, and a cultural hub rooted in the heart of Brooklyn.

As a living cemetery, Green-Wood blends preservation, nature, and community engagement with innovation. Our work spans a wide range of programming—from the arts and education to environmental stewardship, workforce development, restoration, and scholarly research. Through it all, we remain deeply committed to honoring our mission and treating every visitor and family with care, dignity, and respect.

## ABOUT THE DEPARTMENT

The Education and Public Programs department at Green-Wood develops comprehensive public engagement initiatives for school-aged children, the general public, and diverse community groups. Leveraging the Cemetery's unique built and natural assets, we highlight Green-Wood's role in celebrating life, processing grief, and memorializing the departed. Through our four focus areas—arts and culture, American history, nature and 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 in an evolving urban landscape, Green-Wood serves both local neighborhoods and the broader New York City population. 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. We continuously strive to enhance our programs and ensure they are inclusive and accessible to all. Through strategic external partnerships and close collaboration with internal teams, we are shaping a model for how cemeteries can broaden their cultural relevance, attract new audiences, and thrive as vital centers of community life.

## ABOUT THE OPPORTUNITY

Are you highly organized, detail-oriented, and energized by supporting meaningful educational experiences? Do you enjoy being the person who makes everything run smoothly behind the scenes? **Join our team!**

We're currently hiring a part-time Education Associate to support school and family programming at Green-Wood Cemetery. This role centers on coordination, communication, and logistics—ensuring that each program is thoughtfully prepared, well-executed, and aligned with the department's goals.

While Green-Wood's Educators lead engaging, curriculum-based experiences for students and families, the Education Associate supports that work by managing schedules, coordinating bookings, maintaining systems, and assisting with on-site program delivery. Working across a 478-acre landscape and a dynamic calendar of programs, you'll help create the structure that allows teaching and learning to thrive.

The Education Associate works closely with the Director of Education and a collaborative team of educators and program staff, contributing to a seamless, welcoming, and well-organized experience for all participants.

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## WHAT YOU WILL DO

### Program Coordination & Administration

- Establish and maintain regular communication with schools to help Green-Wood reach and serve new audiences
- Manage school program bookings within Green-Wood's Explorable Places system; communicate with teachers before and after scheduled programs
- Maintain educator teaching schedules, the education email list, school attendance trackers, and other key interdepartmental communication systems
- Generate invoices and track payments and school purchase orders
- Organize teaching materials and maintain educational supplies
- Assist with program data collection and basic analysis
- Participate in ongoing training and professional development
- Collaborate with education and programming staff to streamline logistics and deliver high-quality programming

### School, Family, and Professional Programs

- Coordinate on-site school group logistics, including greeting groups, managing program flow, and ensuring safety
- Create a welcoming, inclusive environment for all visiting students and school staff
- Provide logistical and production support for family and public programs, including flagship events such as Juneteenth, Battle of Brooklyn, and Día de Muertos
- Support professional development sessions for teachers and staff, as needed

### Other Requirements

- Employees who operate cemetery vehicles must provide proof of a valid driver's license and at least five years of driving history for insurance purposes
  - Role requires regular standing, walking on hilly terrain, and the ability to lift and move up to 20 pounds
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## WHAT YOU WILL NEED TO SUCCEED

- Bachelor's degree (preferably in administration, nonprofit management, or a related field)
- At least one year of experience in an administrative or coordination role
- Proficiency in Microsoft Office Suite
- Strong organizational skills with the ability to streamline workflows and execute administrative tasks with accuracy and efficiency
- Professional communication skills across a range of audiences and stakeholders
- Detail-oriented, organized, and systematic thinker
- Cultural competence to engage effectively with diverse communities, including communities of

color and immigrant populations in South Brooklyn (e.g., Asian and Latin American communities in Sunset Park)

- Professional maturity, reliability, and a collaborative mindset
- Comfort working outdoors in all weather conditions and enthusiasm for mission-driven work in a cemetery setting
- Commitment to fostering a welcoming and inclusive environment for all participants

#### **A PLUS IF YOU BRING...**

- Fluency in Spanish or Mandarin
- Experience working in or with NYC public schools

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#### ***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.

#### ***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.

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#### **IN EXCHANGE FOR YOUR SERVICE**

We recognize that part-time staff play an essential role in advancing our mission. While this position is not benefits-eligible, we are committed to honoring your contributions with meaningful support and deep gratitude.

**Compensation:** \$25/hour

**Schedule:** 4 days/week, 5 hours/day, Monday thru Friday with occasional weekend or evening work

#### **What We Offer**

- Paid sick leave
- 13 company holidays
- Free on-site parking and commuter benefits
- Cultural discounts, arboretum access, recognition programs, and burial benefits
- Employee Assistance Program (EAP)
- Parental leave
- A welcoming, mission-driven work environment
- Opportunities to contribute to impactful, community-centered work

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#### **READY TO APPLY?**

Inspire the next generation while honoring the past and protecting the future?

To apply, email [hiring@green-wood.com](mailto: hiring@green-wood.com) with your résumé and a brief note about your interest. Email

subject line: *Education Associate: [Your Last Name]*