



## **Human Resources Associate**

New York, New York

Reports to: Head of HR

### **THE ROLE**

Gotham Greens is seeking a dynamic HR Associate to join the National HR team. As a consultant and implementer, the HR Associate will be accountable for the execution of HR strategy and all the people-related decisions and processes. The HR Associate will handle all facets of HR for all three NYC greenhouses including: employee lifecycle, employee relations, recruiting, performance management, training, morale and compensating/benefits. In addition, the HR associate will be an integral member of the site leadership team and partner with managers in HR matters. Working closely with the Head of HR, this position will bridge the gap between strategic and tactical HR functions, initiatives, and processes. The successful candidate will be exceptional at handling multiple priorities, communications at all levels, handling confidential and sensitive materials, and influencing various levels of stakeholders.

In addition, the ideal candidate is passionate about sustainable agriculture and embraces Gotham Greens' core values and mission. Experience in the greenhouse or fresh produce or perishables is preferred but not required. This is an opportunity for an enthusiastic, self-motivated, and highly organized person to join a rapidly growing, innovative company that is disrupting the 21st century food system.

### **AREAS OF RESPONSIBILITY**

- Implementation of all HR processes and projects for three NYC greenhouses
- Partner with site level leadership to coach managers and ensure HR practices support business objectives
- Manage employee lifecycle: recruiting, onboarding, training, performance management and exiting
- Ensure timely and clear communication for all HR initiatives
- Ensure data integrity for all employee data- especially consideration of confidential and sensitive matters
- Partner with HR Specialist to advise and deliver compensation and benefits information at site level
- Act as a subject matter expert on state and local employment laws and regulations- advise as appropriate to ensure effective employee relations
- Partner with Head of HR on matters as necessary to supporting site level effectiveness and local performance
- Other duties as assigned



## QUALIFICATIONS

### Requirements:

- Bachelor's Degree required
- 1-3 years of relevant experience in HR
- Experience implementing HR practices with a nonexempt workforce, preferred
- A strong desire to grow a career in the HR field
- A self-starter with an ability to excel in a dynamic, ever-changing environment- someone who will take initiative, rather than only active in a reactive manner
- Exceptional communication, presentation and influencing skills and the ability to manage multiple projects simultaneously
- Proven ability to handle confidential and sensitive matters, utilizing sound judgement in a complex environment
- Experience working effectively with multiple levels of internal and external stakeholders
- Computer skills required: Microsoft Office, proficiency in Excel, PowerPoint

### The ideal candidate:

- Excellent verbal, written, and interpersonal skills
- Reliable and highly motivated with a creative and lively personality
- Passionate commitment to the company vision
- Appreciation of principles of sustainable agriculture and food

## WHO WE ARE

Gotham Greens is a global pioneer in urban greenhouse agriculture and a leading consumer brand of premium-quality local produce and fresh food products. Gotham Greens' produce is grown using ecologically sustainable methods in technologically-sophisticated, climate controlled, urban greenhouses. Gotham Greens provides its diverse retail, restaurant, and foodservice customers with a local, reliable, year-round supply of salad greens, herbs and fresh food products grown under the highest standards of food safety and environmental sustainability. The company owns and operates over 170,000 square feet of greenhouse across four facilities in New York and Chicago and currently has 500,000 square feet of greenhouse under development in five US states. Gotham Greens was founded in 2009 in Brooklyn, New York.



We are farmers that live in apartments. Our team is hard working, supportive, and passionate about sustainable urban agriculture. We work to create an environment that is caring, fun, and collaborative.

Gotham Greens is proud to be an Affirmative Action/Equal Opportunity Employer. We thank all applicants in advance for their interest in this position, however, only those selected for an interview will be contacted.



**GREENHOUSE  
GROWN**



**PESTICIDE  
FREE**



**SUSTAINABLE  
AGRICULTURE**



**URBAN  
FARMING**



**PREMIUM  
QUALITY**

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