

JOB ANNOUNCEMENT

Nursery Manager

Organization: Native Here Nursery
East Bay Chapter
California Native Plant Society

Address: 101 Golf Course Drive
Berkeley, Ca. 94708

Phone: (510) 549-0211

Supervisor: President, East Bay CNPS Board of Directors

Position: ***Nursery Manager***

About:

Native Here Nursery is a project of the East Bay Chapter of the California Native Plant Society (CNPS), which is a non-profit 501 (c3) organization, started almost 50 years ago in the East Bay. The nursery was founded in 1994 and operates as a project of the chapter dedicated to growing plants propagated from seeds collected in Alameda and Contra Costa counties for restoration and gardening projects. The nursery is seen as the premier nursery in the area devoted to local native flora. Conservation and restoration are at the heart of Native Here's mission and the nursery is dependent on community engagement from experienced and talented volunteers to operate efficiently.

JOB DESCRIPTION

Nursery Manager

Responsibilities include:

- Plan for and work with volunteers to produce plants for retail customers, restoration efforts, public agencies and annual plant sales and events
- Manage and maintain nursery operations, structures and grounds
- Propagate, manage and maintain healthy plants
- Nurture relationships with the East Bay Regional Park District (EBRPD), State Parks, and other governmental and local municipalities, and with restoration contractors and groups concerned with native plant preservation and propagation
- Write articles for the chapter *Bayleaf* newsletter about the nursery and related activities
- Supervise volunteers (averaging 80 hours per week of volunteer time) and any additional staff
- Communicate with chapter board
- Secure all permits and agreements for operating the nursery and collecting activities
- Utilize available resources from CNPS staff for administrative and program support
- Manage the nursery's finances, including paying bills and ensuring that financial statements are prepared monthly
- Manage the nursery's social media outreach, including its Facebook, Meet-up, and other publicity opportunities

Prerequisites:

- Enjoy working with people and plants

- Experienced in coordinating volunteers in the many tasks required in operating a native plant nursery
- Knowledgeable about techniques for germinating/propagating/growing a wide variety of native plants
- Experienced in seeking contracts for restoration activities,
- Good customer relation skills
- Self-motivated and able to work independently to complete tasks and meet deadlines
- Passionate about California native plants
- A degree in a related field of study or two years work experience in the field is recommended.
- Physical requirements include ability to move heavy pots, benches, materials and equipment. The requirements described here are representative of those that must be met, and reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Have a working knowledge of computer skills for word processing, database and spreadsheets, as well as internet skills for various social media, including Facebook.

Terms:

This is a non-exempt part time staff position. The rate of pay is \$15-\$20 per hour, depending on experience; the number of hours is up to 18 hours per week. Workers' Compensation Insurance is provided. The start date is expected to be no later than October 1, 2013, but may be as early as September 1, 2013, depending on candidate availability.

To Apply:

Please e-mail cover letter, resume and contact information of three references to John Danielsen at nativehere@ebcnps.org or mail to John Danielsen, 10 Kerr Ave., Kensington, CA 94707. Review of applications begins August 1, 2013.

The California Native Plant Society is an Equal Opportunity Employer