



POSITION TITLE: Native Plant Nursery Manager

Pollinator Project Rogue Valley (PPRV) is a 501c3 nonprofit with a mission to inspire, engage, and educate about the ecological importance of native pollinator species and the diverse native plant communities essential for their survival – and ours. We are committed to the creation and restoration of pesticide-free pollinator corridors throughout the Rogue Valley.

In conjunction with our education and outreach programs, we operate a small native plant Nursery and a 1,000 sq ft Demonstration Garden as part of our Growing For Pollinators program. We grow local native plants from seeds, cuttings and transplants. Seed is collected from our garden as well as other sources. Plants and seeds are sold to the public in periodic sales and also given away to community members, schools, and organizations. We design and plant From Fire to Flowers Pollinator Gardens (FFPFG) for community members impacted by the 2020 Alameda Fire, installing plants from our nursery as well as from other growers.

POSITION A part-time employee (15 hours/week) managing all aspects of our native plant Nursery to grow plants destined for sale, for our From Fire to Flowers Pollinator Gardens and school gardens, and for donations to the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage ongoing day-to-day flow of Nursery.
- Sow seeds in appropriate seasons.
- Transplant seedlings and up-pot as needed (off-site).
- Water seed trays, seedlings and plants as needed.
- Manage tagging and inventorying of plants.
- Weed and prune plants as needed.
- Manage irrigation system as needed.
- Fertilize as needed and appropriate.
- Monitor weather conditions and protect plants in extreme temperatures.
- Maintain inventory of plants and assist in making decisions about species to propagate.
- Assist with collecting, processing, and labeling of seeds for packaging, propagation, and donations.
- Maintain organized records of seeds sown, transplanted, etc. and ensure inventory is properly labeled.
- Maintain record and inventory of supplies.
- Lead volunteers in job duties while helping them learn about plants, seeds, etc.
- Assist customers in finding and purchasing plants in the Nursery.
- Assist with organizing and managing plant sales and educational programs.

JOB EXPECTATIONS

- Have a flexible schedule with the ability to work weekends.
- Help maintain a working environment that fosters trust, open communication, and teamwork.
- Work effectively with others to accomplish goals, suggest improvements, and



identify and resolve problems.

- Effective verbal and written English communication skills for working with PPRV volunteers, customers, and the general public. Fluency in Spanish is a plus.
- Excellent organizational skills with ability to prioritize, coordinate and manage multiple projects with a high level of quality and productivity.
- Strong attention to detail and accuracy.
- Ability to work with minimal supervision, take initiative, and make independent decisions.
- Approachable, flexible, and adaptable to change.
- Possess and maintain a valid driver's license.

REQUIREMENTS

- Experience with growing plants native to the S. Oregon and or CA bio-region and their propagation and maintenance requirements.
- Nursery experience preferred.
- Ability to talk with PPRV customers and volunteers about plants in Nursery and Garden and how they will fit into the prospective customer's landscape.
- Ability to work outside in all weather conditions.
- Able to stand, bend, kneel and lift up to 40 pounds.
- Familiarity with irrigation, primarily drip systems.
- Comfortable using online spreadsheets, documents, etc., ie, Google Drive.

WORK ENVIRONMENT

The Nursery is currently located on a small urban lot in downtown Phoenix, Oregon, adjacent to PPRV's shared and open office space.

COMPENSATION \$19-\$21/hour depending on experience and funding.

Submit the following to pollinatorprojectroguevalley@gmail.com.

1. A one-page letter that speaks to your specific interest and outlines skills and/or experience that relates to this position.
2. A resume related to this position.
3. List of 3 references with email addresses and phone numbers.

The aforementioned statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered a detailed description and/or inclusive of all responsibilities, duties, and skills required for this position. The above statements are intended to describe the general nature and level of work to be performed.

This job description does not constitute a contract nor does it alter the at-will status of the employee/employer relationship. PPRV may change the specific job duties with or without prior notice based on the needs of the organization.