



## EMPOWERING CENTRAL TEXANS TO BUILD STRONGER COMMUNITIES THROUGH PLANTING AND CARING FOR TREES.

### **Position Announcement: Seed Collection and Nursery Manager**

TreeFolks is an Austin-based nonprofit organization with a mission to empower Central Texans to build stronger communities through planting and caring for trees. TreeFolks seeks a Seed Collection and Nursery Manager to join our active and inclusive team.

**The Seed Collection and Nursery Manager implements TreeFolks' mission by** building the nursery based on our extensive research and feasibility study, managing all horticultural functions related to the nursery; including: pruning, weeding, fertilization, irrigation, disease and pest control, monitoring of general plant health, and expanding and refining decentralized seed collection efforts. As the nursery grows, the position has the potential to expand to include managing other nursery staff. A successful candidate will have a passion for trees and the processes involved in growing and establishing quality sapling and 5 gallon trees. This is a full time, permanent, exempt, and salaried position, working 40 hours per week. The Nursery Manager reports directly to the Program Director.

#### **Duties will include, but are not limited to:**

- Establish a tree nursery based on current plans utilizing a feasibility study and conceptual business plan developed in partnership with Davey Resource Group
- Manage all elements of nursery operations from seed to tree, including seed storage, germination and planting, irrigation, fertilization, pest and disease control, inventory tracking, and maintenance of tools, equipment and supplies
- Lead Tree Identification for Seed Collection walks and train volunteer docents to do the same
- Coordinate native seed collection individually and engage volunteers. This effort includes: mapping, scouting, monitoring, harvesting, storing of native seeds. Coordinate with program leads regarding species needs and options.
- Analyze future nursery needs by forecasting staff and materials required to complete future jobs
- Provide oversight of Nursery program support staff, volunteers, and other partners that contribute to Nursery projects
- Organize small educational events such as training courses and workshops for community members
- With support from the Program Director, contribute to the annual operational planning, budgeting, and goal setting processes, and take part in program evaluations, budget review, and assessments of goal progress
- Ensure TreeFolks and its programs, services, and mission are consistently presented in a strong, positive way

#### **The ideal Nursery Manager will have the following qualifications:**

- Bachelor's Degree in Horticulture or similar field (preferred, but not required)
- 5+ yrs experience in Nursery production or Horticultural management position
- Demonstrated knowledge of arboriculture and urban forestry, including both formal education and field experience
- ISA Arborist Certified and Pesticide Applicators License, preferred
- Ability to work a non-standard schedule, such as beginning at 6 am, to avoid heat-related issues
- Knowledge of Texas plants, soil microbiology, insects, and diseases
- Knowledge of irrigation systems, water injection systems, and water quality testing
- Ability and desire to work in all weather conditions, including the summer months

- Ability to stand and perform strenuous tasks for 8+ hours a day
- Capability of lifting 50+ pounds over extended periods of time
- Proven ability to work independently with minimal supervision
- Patience, professionalism, and a sense of humor
- Ability to work Saturdays and occasional evenings with advance notice
- Maintain a Texas driver's license in good standing

Success in this position will include:

- Production of saplings and five gallon plants exceeding programmatic needs
- Coordination of the collection of seeds sufficient for the needs of the nursery and external contracts
- Creating opportunities for workforce development at the nursery

The TreeFolks Seed Collection and Nursery Manager is a full time, permanent position offering a competitive compensation package with health benefits, generous vacation time, flexible schedule, a casual work environment, and professional development opportunities. The starting salary ranges from \$52,500 to \$61,040 based on experience and qualifications, with opportunity to grow in the position.

Equity Statement:

At TreeFolks, we value diversity, and we welcome candidates of color, LGBTQ+ people, women, neurodivergent people, disabled people, and more. We view the requirements as a guide and not an absolute list, and encourage candidates, especially diverse candidates, to apply if you feel you meet the spirit of the job description, are interested in the mission, and believe you will be able to learn the job and do the work.

To apply, email a resume and letter of interest, that includes how you heard about the position, to [jobs@treefolks.org](mailto:jobs@treefolks.org) with the position title in the subject line.

Application deadline: April 16th, 2023

Anticipated start date: May 15th - May 31st, 2023