



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

Job Announcement: Nursery Assistant (Full-Time)

TreeFolks is an Austin-based nonprofit organization that empowers Central Texans to build stronger communities by planting and caring for trees. We are hiring a **full-time Nursery Assistant** to support our expanding reforestation and native plant restoration programs.

This field-based, physically active position is ideal for someone who enjoys hands-on work, cares about ecological restoration, and wants to contribute to the future of Central Texas forests, starting with seeds. Our active and inclusive team seeks a dependable, detail-oriented person who is passionate about native plants. The ideal candidate is eager to follow nursery best practices, enjoys working outdoors, and is committed to TreeFolks' mission and culture of collaboration, equity, and environmental stewardship.

About the Role

The Nursery Assistant will work alongside the Nursery Manager and volunteers to grow over 50 species of native Central Texas trees, from seed to sapling, through all stages of tree production: seed processing, propagation, transplanting, irrigation, and care for young trees in both plant bands and 1–5 gallon containers.

Responsibilities will include, but are not limited to:

Nursery Operations

- Collect, clean, label, and track native tree seeds from the field
- Prepare soil mixes and containers (plant bands and pots)
- Sow seeds and perform pre-germination treatments (scarification, stratification)
- Transplant seedlings and maintain saplings for seasonal planting
- Monitor seedling health and identify pest or disease issues
- Irrigate, fertilize, and prune trees as needed
- Maintain a clean, organized, and safe nursery environment

Program & Event Support

- Assist with loading, unloading, and organizing trees for community planting events.
- Support volunteer activities at the nursery and occasional outreach events
- Track inventory and maintain accurate records of seed and plant material

Facilities & Equipment Maintenance

- Support upkeep of nursery structures, shade cloth, tools, irrigation systems, and propagation equipment

Qualifications:

Required

- Passion for native plants, restoration, or conservation
- Comfortable working outdoors year-round in variable Central Texas weather
- Able to lift 30–50 lbs and perform physical labor, including bending, kneeling, and standing
- Organized and detail-oriented, with the ability to follow protocols and maintain accurate records
- Willingness to learn nursery best practices and follow staff guidance
- Strong communication and collaboration skills
- Available Monday through Friday, with occasional weekends

Preferred

- Experience in nursery, greenhouse, or agricultural settings
- Familiarity with Central Texas native tree species and ecosystems
- Comfort with irrigation tools or basic systems
- Bilingual in Spanish and English
- Valid Texas driver's license in good standing

This is a **full-time, permanent exempt position** working approximately 40 hours weekly, typically Monday through Friday, with occasional weekends. TreeFolks offers a competitive salary, plus health benefits, generous PTO, and a casual work environment. TreeFolks also provides opportunities for training, professional development, and advancement within the organization. The starting annual **salary is \$45,150**, based on experience and qualifications.

Equity Statement

TreeFolks is an equal opportunity employer committed to building a diverse and inclusive workplace. We welcome and encourage candidates of all backgrounds, including, but not limited to, people of color, LGBTQ+ individuals, women, veterans, neurodivergent people, and those with disabilities. TreeFolks will not discriminate against any candidate on the basis of race, sex, gender identity, sexual orientation, class, religion, national origin, disability, age, and/or genetic information.

TreeFolks considers the job qualifications as a guide and not an absolute list. We encourage all candidates who feel they meet the spirit of the job description, are passionate about our mission and core values, and can do the work to apply.

Application Process

To apply, please visit our [application portal](#) and upload a letter of interest, resume, and three references with contact information.

Application deadline: open until filled

Anticipated start date: September 1, 2025