



JOB ANNOUNCEMENT

Nursery Technician



Who We Are

Founded in 1989, The Laguna de Santa Rosa Foundation is a watershed-based nonprofit whose mission is to restore and conserve the Laguna de Santa Rosa and the surrounding watershed, and inspire public appreciation of this RAMSAR wetland of International importance. We collaborate with many stakeholders to restore and conserve the Laguna. The Foundation is involved in various vital efforts in the watershed through our partnerships, including restoring native habitats, invasive species, Sonoma County native plant propagation, and vernal pool stewardship. We focus on improving the environment for wildlife and people, and teaching about the Laguna in the classroom and at outings for all ages.

Our Native Plant Nursery is hiring! Are you looking for an opportunity to learn how to grow California native plants for habitat restoration and conservation projects? We are excited to announce that we are looking for a part-time **Nursery Technician** to join our team. The ideal candidate is a team player that is passionate about native plants, ecology, and isn't afraid to get their hands dirty!

The Nursery Technician (NT) will carry out plant propagation and nursery maintenance projects, sometimes independently or under the supervision of the Nursery program manager. They will be responsible for carrying out nursery tasks assigned by the Nursery Program Manager and are expected to be self-motivated and focused while working in the nursery. This is an entry-level position.

Principle Duties and Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the principal duties and responsibilities.

- Propagating native plants from seeds, divisions, and cuttings, and upsizing seedlings into containers.
- Following best management and sanitation practices to ensure pathogen-free nursery stock and assisting in soil and nursery container pasteurization and storage.
- Nursery maintenance projects such as sweeping, cleaning, weeding, pruning, and laying weed barrier fabric.
- Irrigation maintenance and cleaning.
- Pulling plant orders and preparing plants for pick-up.
- Recording propagation and nursery inventory details.

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- Seed collection, processing, and cleaning.
- Drive company vehicles as needed to pick up nursery supplies.
- Maintain nursery tools and equipment; keep organized and in good working order.
- Assist with native plant installation, weeding, and mulching in the Laguna Environmental Center (LEC) landscape.
- Perform occasional debris, compost, and trash removal associated with the nursery.
- Help facilitate volunteer workdays, including pick-up of refreshments, set-up, check-in, etc.

The information in this job description is not an exhaustive list of the duties performed for this position. Additional duties may be assigned as needed.

Competencies

- Strong relationship and partnership-building skills.
- Effective collaboration and teamwork capabilities.
- Effective written and verbal communication skills.
- Strong organization and prioritization skills.
- Ability to work independently.
- Commitment to Organization’s Mission and Values.

Supervisory Responsibilities

- Interns and volunteers, occasionally at events.

Required Education and Skills

To perform this job successfully, an individual must be able to satisfactorily perform each principal duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the principal duties and responsibilities.

- High School Diploma and working towards a degree in Biology, Environmental Science, Natural Resource Management, Horticulture, or a closely related field or equivalent experience, such as one year of work experience performing the tasks found in the principal duties and responsibilities list.
- Ability to read, write, and speak in English fluently.
- Proficiency with using Microsoft Office applications and Google Workspace.
- Ability to perform physical tasks and labor outdoors in variable weather conditions.
- Attention to detail and ability to follow directions and implement procedures.
- Demonstrated desire and passion to work with California native plants

Desired Education and Skills

- Interest in California flora and ecosystems.
- Basic knowledge of plant anatomy.
- Plant propagation experience.

Certification, Training, or Security Clearance Requirements

If not already certified, the Laguna Foundation will provide employees with the following:

- Valid Class C Driver’s License and clean driving record.
- CPR/AED Certified Training. Must complete training within 30 days of hire and every two years thereafter.
- Sexual Harassment Prevention Training. Must complete one-hour training within 30 days of hire and every two years thereafter.
- A criminal history and DMV record check is required before employment (post conditional offer).
- Mandated Reporter Training. Must complete training within 30 days of hire if not already completed.

More on next page.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear; frequently required to sit and use hands; occasionally required to reach with hands and arms; must occasionally lift and/or move up to 70 pounds; specific vision abilities required by this job include close vision and ability to adjust focus. Physical demands include operating hand-held tools common to gardening, writing/tying, use of computers, walking 1-5 miles per day; attending meetings. While performing the duties of this job, the employee may encounter venomous arachnids such as spiders or ticks, and wasps or bees.

Hours/Compensation

Part-time, 16 hours per week. General work hours occur between 8:30 a.m. and 5:00 p.m. Two 8-hour work days are required and to occur between Monday and Friday. Hourly pay range: \$18- \$21. This is a part-time position eligible for 40 hours paid sick leave frontloaded annually, paid holidays, two paid personal days; and participation in a 403(b) retirement plan.

Travel Requirements

Travel is primarily local during the business day; reliable transportation is required.

Organizational Mindset/Values

The successful candidate will be dynamic, possess integrity, be flexible, and be a creative team player. They will be driven by a passion for the sustainability of our natural environment and action-oriented change. They will thrive in situations involving multiple and diverse demands, adjust to changes in a growing organization, and be comfortable working in a team-oriented culture with an evolving non-profit fundraising environment. They will be strong connectors, build relationships with our stakeholders, and seek out new opportunities to connect with our community. They will be organized, detail-oriented, self-directed, and resourceful, with the ability to take initiative and follow-through on independent projects. They will demonstrate a commitment to diversity, equity, inclusion, and social justice through continuous learning, modeling inclusive behaviors, and proactively managing bias.

How To Apply

Please submit an email to jobs@lagunafoundation.org with “**Nursery Technician**” in the subject line or mail to the address below. Include your resume and the names and contact information of at least three professional references. A cover letter is recommended but not required. No phone calls. Do not submit a photo.

Apply Today! Applications will be accepted until position is filled.

Mail Resume to: Laguna Foundation, 900 Sanford Road, Santa Rosa, CA 95401
www.LagunaFoundation.org

The Laguna de Santa Rosa Foundation is an Equal Opportunity Employer. All employment decisions are made without regard to race, color, religion, gender, sexual orientation, gender identity/expression, national origin/ancestry, age, disability, marital or veterans status, or any other status protected by laws or regulations. We strive to employ a staff that represents the communities we serve and work in. All Genders, LGBTQ+, Black, Latinx, Indigenous, and People of Color are strongly encouraged to apply.