



## **Gila Watershed Partnership of Arizona (GWP) Nursery Manager Position Description**

**Title:** Nursery Manager

**Reports to:** Executive Director

**Manages:** Volunteers and interns

**Status:** Full-Time Regular Employee

### **Position Summary:**

The Nursery Manager is responsible for building the capacity of the Gila Native Plant Nursery as well as managing the daily operations. The position requires the management of interns and volunteers, maintenance of facilities, and horticultural responsibilities. The Nursery Manager will ensure the availability of container stock for numerous ecological restoration projects, carry out the nursery business plan, and work to expand the customer base and retail inventory.

### **Duties & Responsibilities Include (but may not be limited to):**

- Produce restoration-quality plant materials for numerous restoration projects
- Propagate plant species native to southeastern Arizona
- Maintain a greenhouse and other propagation facilities
- Manage volunteers and interns at the nursery
- Assist with fundraising efforts
- Maintain propagation database using FileMakerPro software
- Work with other staff and partners to expand upon restoration planting plans
- Work with other staff to lead out-planting activities
- Coordinate seed collections and curation
- Participate in organizational and community meetings and planning
- Effectively communicate nursery project accomplishments to staff, partners, and general public
- Assist with organizational functions and projects as needed

### **Required Qualifications:**

- Bachelor's Degree in Horticulture, Biology, Botany, Natural Resources, or related field
- At least 1 years' experience in working in a greenhouse, plant nursery, or controlled agriculture environment

- General computer skills including Microsoft Office, Google Suite, and database management
- Strong interpersonal skills and an ability to interact with people of diverse backgrounds
- Ability to work independently and as a team
- Ability to effectively delegate to volunteers and interns while maintaining a positive work atmosphere
- A valid state driver's license and ability to pass a standard background check
- Ability to stand for long periods of time and lift/carry up to 50 pounds

**Additional Qualifications:**

- Ability to identify major plant species present in Southeast Arizona a plus
- Experience or coursework in business management a plus
- Experience in volunteer coordination or management a plus
- Bilingual Spanish/English a plus

**Work Environment:**

- Moderate to high physical effort is required
- Duties involve substantial outdoor work and seasonal extreme temperatures

**Compensation:**

- \$35,000 - \$40,000 depending on experience, along with yearly performance bonuses
- Paid Time Off, Health Insurance, and Cell Phone Reimbursement

**Location:**

The Gila Watershed Partnership offices are located in Safford, Arizona, a small, friendly city on the edge of the Sonoran Desert and nestled in the shadow of Mount Graham. Safford and the Gila Valley offer numerous outdoor recreation opportunities, natural hot springs, vibrant local festivals, and reasonable cost of living.

***To apply, please send cover letter, resume, and 3 references to Melanie Thuczek, Executive Director at [melanie@gwpaz.org](mailto:melanie@gwpaz.org) by March 21<sup>st</sup>, 2018.***