



THEODORE PAYNE FOUNDATION for Wild Flowers and Native Plants

Horticulturist

Posted August 8, 2022

POSITION OBJECTIVES

TPF is seeking a highly qualified individual to manage production inventory, delivery scheduling, seed propagation, and pest management at our nursery in Sun Valley and auxiliary grow locations. The horticulturist is expected to help maintain healthy and retail quality stock as well as contract grow outs. The Horticulturist will help execute projects and maintain our demonstration gardens. Plant production, demonstration gardens and education programs all play vital roles at TPF. The horticulturist will work with other staff to meet targets in the nursery and gardens as well as help TPF fulfill its educational goals by actively contributing to education programs. This position is full-time and reports to the Director of Horticulture.

DUTIES & RESPONSIBILITIES

- Manage pests in all areas of production, nursery, and landscape
- Maintain records of plant production, plant moves, and pesticide applications
- Manage seed propagation and record keeping
- Create production schedules based on seasonal demand and contract grows
- Coordinate with Nursery Sales Manager to keep the sales yard well stocked throughout the year
- Update supervisor on production on a regular basis
- Purchase all relevant materials for tasks related to plant production
- Inspect and evaluate crops on a regular basis for quality, readiness, and any crop issues that may arise
- Teach various subjects regarding plant propagation and care
- Work with staff and volunteers to maintain the demonstration gardens
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES

- 3-5 years experience in a small to medium-scale production nursery
- Identification of CA native plants, knowledge of their botanical names, and their care and needs especially during the various stages of production
- Ability to effectively communicate with supervisors, staff, and customers including Spanish language fluency
- Weed and pest identification and management
- Ability to keep and maintain records

- Attention to detail, ability to multi-task and stay organized
- Computer literacy
- Ability to walk, bend, lift, carry and push up to 50 lbs. of material on uneven terrain in strenuous conditions and ability to stand for long periods of time
- Manual dexterity, hand-eye coordination, and ability to do repetitive motions/actions on a regular basis
- Visual acuity sufficient to gauge plant health, insects, disease, as well as read labels, written instruction, and documentation
- Ability to tolerate working outside in variable conditions
- Valid CA Driver's license
- Pesticide Applicator License (TPF can provide new hire with necessary training)

BENEFITS

- Medical and dental insurance
- Retirement plan eligibility after six months
- Sick, holiday, and vacation time
- Staff discount

Schedule: Tuesday through Saturday

Pay Rate: \$24.00/hr

TO APPLY

Send cover letter, resume, and references to jobs@theodorepayne.org with the subject heading of **Horticulturist**

Review of applications will begin on August 19th, 2022

THEODORE PAYNE FOUNDATION

The Theodore Payne Foundation is a non-profit nursery and educational organization whose mission is to promote the understanding and use of California native plants. The Foundation has approximately 3,300 members and an outreach to nearly 13,000 via its e-newsletter; it has a paid staff of 16 and a corps of 250 volunteers. The Foundation owns and operates a 22-acre educational facility and nursery in Sun Valley in the San Fernando Valley area of Los Angeles, CA, and has an operating budget of over \$1 million. Major activities include operating a public nursery/seed room and bookstore, plant propagation, adult education and K-12 nature education classes, demonstration gardens, an annual native plant garden tour with 2,000 attendees at 40 gardens, fall and spring plant sales, as well as donor, member, and volunteer appreciation events. Outreach activities include a quarterly newsletter, website, e-newsletter, social media, and offsite sales. For more information, visit theodorepayne.org

The Foundation is an Equal Opportunity Employer and all TPF activities are conducted without discrimination based on race, color, genetics, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or status as a protected veteran. TPF is also committed to compliance with all fair employment practices regarding citizenship and immigration status.