



THEODORE PAYNE FOUNDATION

for Wild Flowers and Native Plants, Inc.

Professional Education Coordinator

POSITION OBJECTIVES

Theodore Payne Foundation (TPF) is seeking a Professional Education Coordinator to grow and administer our professional landscaper programs. Launched in the summer of 2022, TPF's [Professional Education Portal \(PEP\)](#) offers classes and a vibrant online community for working and aspiring landscape professionals in Southern California. The foundation of this program is the California Native Plant Landscaper Certificate Program (CNPLC), a 10-session job-training program developed and taught by highly respected native plant experts. This program is offered in both English and Spanish.

The Professional Education Coordinator position is rooted in our mission to inspire and educate Southern Californians about the beauty and ecological benefits of California native plant landscapes. Reporting to the Director of Public Programs, this position works closely with all departments across TPF as well as with outside clients, partners, instructors, and organizations. *This is a 1-year, full-time, salaried position, with evening and weekend work required (40 hours per week, Tuesday–Saturday).*

DUTIES & RESPONSIBILITIES

- Coordinate CNPLC classes, including calendar, staffing internal and external teachers, and student recruitment
- Coordinate PEP Membership and CNPLC application processing
- Work with tech and design team on PEP website functionality
- Assist Creative and Outreach staff on newsletters, marketing, and promotional efforts for Professional Programs
- Support instructors and students during virtual classes (track attendance, monitor chat, record classes, and upload to data and media onto the PEP website)
- Admin support, including material distribution to students (handbooks and flashcards), customer service, tracking homework/attendance, processing certificates
- Community engagement, facilitation, and monitoring of the Forum and Job Board on PEP
- Support Horticulture team in the execution of new professional classes
- Forge lasting partnerships with outside instructors, institutions, and organizations representing diverse audiences across the region
- Track and analyze enrollment data
- Administer class evaluations and implement findings
- Assist with grant reporting
- Assist with billing and administration for client and group sales
- Research, develop, and implement advanced class credits (CE, ISA)

KNOWLEDGE, SKILLS, & ABILITIES

- Associate's degree and one-year related experience or an equivalent combination of education, training, and experience required
- Ability to communicate in Spanish required
- Excellent verbal and written communication skills (in both English and Spanish)
- Strong organizational skills and attention to detail
- Capability to work independently and in a collaborative team environment
- Strong customer service experience required
- Excellent computer skills required
- Availability to work evenings and weekends required
- Knowledge (or enthusiasm to learn) of native plant horticulture, botany, gardening, landscaping, and environmental justice
- Experience with (or enthusiasm to learn) WordPress (and other website building platforms), Monday.com (or other project management applications), Klaviyo (or other digital marketing platform), Zoom, YouTube, Slack, Microsoft 365
- Website management experience preferred
- Data management and data entry experience preferred

BENEFITS

- Vacation/Sick/Holiday paid time off
- 401K with employer matching up to 4% after introductory period
- Health and Dental Coverage
- Staff discount of 30% on plants, seeds, and TPF merchandise
- Work in a beautiful setting surrounded by gardens and native plants

Start Date: We are seeking to fill this position as soon as possible

Salary: \$19-\$21 per hour, commensurate with experience

Schedule: Fulltime, Tuesday-Saturday

TO APPLY

Send cover letter, resume, and three references to jobs@theodorepayne.org with the subject heading of: **Professional Education Coordinator**

THEODORE PAYNE FOUNDATION

The Theodore Payne Foundation is a non-profit nursery and educational organization that promotes the understanding and use of California native plants. Located on 22 acres of canyon land in the Sun Valley neighborhood of Los Angeles, TPF operates the region's largest California native plant retail nursery and seed store. In addition to its retail offerings, the TPF headquarters property maintains display gardens, production fields, natural areas, and indoor and outdoor classroom spaces. TPF offers a wide range of classes, events, and outreach programs across the region, all focused on making the landscape of Southern California more sustainable and biodiverse. For more information, visit theodorepayne.org.

TPF is an Equal Opportunity Employer and all 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.