



# Natives Nursery Team Lead (Part-time)

Job Posting – January 2024

Houston Audubon is looking for an independent, self-starter with a knowledge of and passion for Gulf Coast prairie plants to lead native plant production and support the day-to-day operations of Houston Audubon’s Natives Nursery.

## About Houston Audubon

Houston Audubon is a leading regional nonprofit and accredited land trust focused on protecting the natural environment for birds and people in the Houston Gulf Coast area. Our commitment to excellence in land conservation, environmental education, community engagement, and science is foundational to advancing the conservation of birds and their habitats and improving our community for people and other wildlife. We own and manage more than 4,100 acres of habitat, including 17 nature sanctuaries that serve as community assets, venues for quality education and recreation experiences, and collaborative research opportunities. We also operate two native plant nurseries: one at Edith L. Moore Nature Sanctuary in west Houston and one on the coast in High Island.

## Position Overview

The part-time Natives Nursery Team Lead will play a key role in propagating native plants for restoration and native gardening projects, inspiring a greater understanding of their importance, and encouraging others to plant more native vegetation. The successful candidate will lead nursery volunteers, contribute to the culture and direction of the nursery team, and engage with other native plant groups in the region to foster collaboration and strengthen the sustainability of the native plant movement. Daily activities will include cultivating and selling nursery plants, coordinating volunteer activities, acting as community liaison for native plant gardening, and assisting with nursery operations. The position reports to the program manager for Bird-friendly Communities (BFC) and nursery operations.

<b>Pay:</b>	<b>\$18-\$21/hour; rate commensurate with experience</b>
<b>Hours per Week</b>	Part-time (10-15 hours/week)
<b>Workplace</b>	Edith L. Moore Nature Sanctuary-Natives Nursery 440 Wilchester Blvd, Houston, TX 77079
<b>Flexible Work Options</b>	Yes
<b>Position Reports To:</b>	Program Manager for BFC and Nursery Operations.

## Essential Duties and Responsibilities

- Oversee weekly Wednesday and Friday volunteer workday set-up and take-down, and prepare and submit workday reports to the program manager.

- Collect seed for nursery at partner seed collecting events; and work with program manager to schedule, coordinate, and carry out field activities to maintain a healthy native plant seed supply, provide training and team building opportunities for volunteers, and grow internal awareness of regional seed supply sources and collection sites.
- Ensure supplies are available for work days; notify the program manager when supplies are needed for timely restocking including snacks, soil, fertilizer, etc.
- Maintain an up-to-date working knowledge of Texas native plants and native plant production best practices.
- Maintain plant health via weeding, irrigation system adjustments, shade coverings, etc.
- Maintain orderliness and organization of plant stock via species labeling and table grouping.
- Maintain nursery plant inventory records with volunteers and provide updates to the program manager; report changes in inventory to the nursery manager to keep the online store up to date.
- Oversee final nursery prep for large sales and assist with plant sale events.
- Work with the program manager to coordinate plant pick-up with customers or deliver plants (company truck provided).
- Attend Houston Audubon organizational meetings and required trainings.
- Assist satellite Coastal Natives Nursery as needed.
- Other duties as assigned, including back-up program manager as needed.

### **Required Qualifications**

- Bachelor's degree in one of the sciences; local training courses directly related to native Texas habitat and plants may be combined with other coursework and substituted for degree
- 1-2 years of experience working or volunteering for a conservation related non-profit
- Working knowledge of Gulf Coast prairie plants and native trees
- Knowledge of habitat and growing conditions, knowledge of seed collection and preparation for germination processes
- Demonstrated ability to lead groups toward a common goal
- Ability to work side-by-side with volunteers carrying out core functions of the nursery
- Strong communication and interpersonal skills
- Competency with Microsoft Office (Excel and Word)
- Ability to work independently and in a team environment
- Self-motivated and ability to multi-task
- Ability to work outdoors in varying weather conditions

### **Preferred Qualifications**

- Texas Master Naturalist certification
- Prior experience working in the native plant community in the greater Houston Gulf Coast region

**How to Apply:**

**To apply, send resume and cover letter via email to: [Gdurham@houstonaudubon.org](mailto:Gdurham@houstonaudubon.org)**

Houston Audubon is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. We are committed to fostering and nurturing an organizational culture of equity, diversity, and inclusion within our workplace and sanctuaries, and in our work in the community. We believe that the rich blend of ideas, perspectives, and viewpoints that come with diversity are essential to our long-term success. Our values and actions reflect our commitment to diversity and inclusion of all as reflected in our hiring practices, team interaction, and outreach and engagement at large.