

## **Alameda Point Collaborative**

### **JOB DESCRIPTION**

<b>POSITION:</b>	<b>Nursery Manager</b>
<b>DIVISION:</b>	Nursery
<b>REPORTS TO:</b>	Executive Director
<b>CLASSIFICATION:</b>	Exempt
<b>SUPERVISES:</b>	Sales and Propagation Staff On The Job Trainees Volunteers Volunteer Groups

### **ABOUT THE ALAMEDA POINT COLLABORATIVE**

Ploughshares Nursery is a social enterprise project of the Alameda Point Collaborative (APC). APC's mission is to end homelessness by providing housing and services to create communities where individuals and families who have experienced homelessness can build towards self-sufficiency. At APC, we believe we better meet our mission by recruiting, training and retaining a diverse workforce that is representative, at all job levels, of the community we serve. Over 50% of APC's employees have lived experience with homelessness. This experience, along with the many other skills and talents of our employees, strengthens our work. APC strives to recruit a racially and ethnically diverse workforce. We aim to provide a workplace that is for everyone and where everyone's voice is heard.

APC is currently engaged in an organization-wide racial equity review and strategic planning process. We are being guided in this effort by an external team of experts, Racial Equity Partners in collaboration with an internal working group that includes staff members from diverse backgrounds and job levels.

### **PRIMARY FUNCTION**

Under the general direction of the Executive Director, the Nursery Manager is responsible for providing leadership in development and operation of Ploughshare Plant Nursery, and is responsible for all aspects of the nursery's operation and growth.

### **DESCRIPTION OF DUTIES**

- Manage day-to-day operations of nursery
- Supervise production and sales staff
- Develop and implement marketing and outreach strategies to increase sales
- Oversee and participate in on-site landscape design and grounds maintenance, and inventory placement to optimally present Nursery to shoppers
- Maintain compliance with all regulations pertaining to nursery operations
- Purchase supplies and materials for all nursery retail, nursery production, grounds maintenance and volunteer activities
- Prepare propagation and planting schedule
- Perform propagation activities as necessary to meet production needs
- Track nursery inventory
- Track nursery revenues and expenditures
- Publish monthly newsletter
- Perform onsite sales at the Point of Sale
- Conduct offsite bulk, discounted and wholesale sales
- Perform deliveries and pickups of vendor goods and customer special orders as well as all materials for propagation and volunteer activities as needed
- Other duties as assigned

### **QUALIFICATIONS & EXPERIENCE**

- Five years of experience in management experience in the nursery business, marketing focus a plus
- Experience with or commitment to training and working with economically-disadvantaged adults
- Knowledge or organic and conventional plant production, laws and regulations
- Knowledge of edible plants, native plants and non-native drought tolerant plants
- Knowledge of garden dry goods focusing on 'less toxic' pest and disease products
- Knowledge of propagation and greenhouse operations
- Strong organizational skills

### **ESSENTIAL FUNCTIONS & SKILLS**

- Ability to work independently and as member of a collaborative services team
- Ability to adapt work schedule to meet program and client needs
- Ability to schedule and manage multiple tasks
- Ability to work effectively in high stress situations
- Ability to perform landscaping and repair/maintenance duties, including climbing stairs and ladders, bending over, using landscaping equipment, and lifting moderately heavy objects (up to 50 pounds)

- Good communication skills including written, verbal, in person and by telephone
- Ability to learn new tasks and/or systems
- Ability to operate motor vehicle
- Reasoning and thinking skills and ability to problem solve

To Apply:

Please submit a cover letter describing your interest, and a current resume. Emails must contain "Nursery Manager" in the subject line, and a cover letter and resume should be sent as one attachment to HR@apcollaborative.org.

Alameda Point Collaborative is an Equal Opportunity Employer and encourages applicants from historically oppressed backgrounds and communities.