



**Title:** Assistant Nursery Manager

**Reports to:** Nursery Manager, Manager of the Unityverse

**Job Summary**

- o Assist nursery manager with management of day to day operations of Unity Church Hill Nursery

**Essential Functions**

- o Assist customers in retail nursery and farm stand
- o Train current and new employees on computers, daily operations and protocols
- o Take on manager responsibilities in the absence of the Nursery manager
- o Create purchase orders in Windward for all orders, receive orders in Windward, create labels for all received orders, handle all returns and replacements for damaged inventory
- o Assist nursery manager with coordination of special events, sales, and nursery promotions to insure they are professional, effective, and successful
- o Implement IPM and fertilization program after transition period working with nursery manager
- o Coordinate all special orders
- o Coordinate delivery and installation schedule
- o Insure retail areas are clean, organized, and captivating at all times
- o Insure all product has updated pricing with clean legible tags
- o Oversee marketing program for nursery including submission of all advertising materials prior to submission dates, post blogs per set schedule, maintain web pages, Facebook pages and other social media outlets current and optimized
- o Attend all nursery events

**Qualifications:** Valid driver's License, management experience in a retail environment, strong communication skills, 3 years experience working in the nursery or landscape field, Strong horticulture, pest and plant ID knowledge

<b>Schedule</b>	- Full time - Start mid February and continue through December with potential to continue year-round. - Will include weekend/holiday work. - Unity Guidebook lists paid holidays
<b>Salary</b>	- Based on experience
<b>Benefits</b>	- Workers Compensation Insurance, Social Security, Simple IRA plan, paid holidays, paid vacation, be part of a talented team at a diverse, environmentally conscientious company