



Title: Nursery Production and Sales Manager

Reports to: Nursery Manager and President of Unity Church Hill Nursery

Job Summary

The focus of this position is working directly with the nursery manager and owner to plan and manage native nursery plant production and sales. The position also includes assisting with retail nursery management and customer service, general upkeep of facilities and grounds, and assisting operations of Unity Landscape Design/Build (ULDB) as needed.

Essential Functions

- Assist in creating and executing production plan and budget, field work including seeding, planting, propagating, maintaining nursery stock (watering, fertilizing, IPM), sourcing plant production material, equipment and supplies, maintaining production records and inventory.
- Assist in creating and implementing marketing program for in-house produced material and retail nursery.
- Assist with retail nursery and ULDB operations including sales and customer service, maintenance of plant material, receipt of deliveries, picking and loading products, marketing and advertising, events, sourcing nursery plant material and supplies.
- Assist in installing, improving and maintaining infrastructure. General upkeep of grounds and facilities. Maintain all spaces as clean and organized.
- Supervising volunteers and/or employees

Essential Skills

- Three years' experience working in the nursery or landscape field, strong horticulture, pest and plant ID knowledge. Master gardener, or a degree in horticulture, arboriculture or equivalent with hands-on experience in nursery field production is desired. Experience can be substituted for degree.
- People person with great customer service skills, strong communication skills
- Understanding of how to create and work with a budget, good record-keeping skills
- Good computer skills with experience including point of sale, data base and inventory management programs
- Willingness to work outside in all weather conditions
- Ability to lift 50 lbs repeatedly
- Strong organizational skills and careful attention to detail
- Punctual and reliable
- Comfortable taking direction and also giving direction when needed. Team-oriented mentality.
- Self starter, problem-solver
- Valid Driver's License
- Ability to operate skid loaders, tractors

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