



*The mission of Soulful Seeds is to grow connection and resiliency through neighborhood gardens*

**Position Title:** Assistant Garden Manager

**Compensation Range:** \$45,000-\$53,000

This is a full-time position

### **Assistant Garden Manager Purpose**

The purpose of the Assistant Garden Manager position is to support the Garden Manager with the maintenance of Soulful Seeds' gardens consistent with the annual growing plans of each growing space.

### **Job Duties and Responsibilities**

The Assistant Garden Manager reports to the Garden Manager and is responsible for supporting the crop plan at all growing locations. The duties and responsibilities of this position are in the garden, which requires repetitive physical activity. A summary of the position's key responsibilities is below.

- Implement the planting, maintenance, and harvest schedule established by the Garden Manager
- Participate in insect and weed control, fertility monitoring, and general field observation
- Support the maintenance of farm infrastructure (e.g., irrigation installation and maintenance)
- Maintain soil building program, including composting
- Participate in planning for long-term garden development
- Work with community volunteers and support volunteers to be successful working in the garden
- Contribute to the development of future garden plans
- Document garden activities (e.g., planting, harvesting) and volunteer activities that take place during work shifts
- Contribute to an inclusive and supportive garden environment
- Participate in agency team meetings
- Comply with health and safety regulations
- Collaborate with the Garden Manager and Executive Director to ensure seeds, fertilizer, and supplies remain in stock
- Contribute information to the Garden Manager's budget planning and financial reports
- Comply with policies and procedures including, but not limited to the nondiscrimination and sexual harassment policies
- Other duties as assigned

### **Qualifications**

- Strong interpersonal skills
- Knowledge of Nevada growing conditions

- One-year of large-scale, urban garden or farm experience required
- Experience working with diverse teams of staff and volunteers preferred
- Current driver's license and clean driving record
- Flexibility to work on developing garden projects
- Some construction and/or equipment maintenance experience a plus
- Ability to work independently and self-motivated
- Must pass a background check, if asked to do so. If not asked, must be able to attest to having no criminal history.

### **Preferred Qualifications**

A strong candidate will have education and experience using regenerative, biodynamic principles; a history of working with volunteer teams; demonstrate a strong commitment to collaboration/team work; and have a strong interest in improving food security across the community.

### **Working Conditions**

Most work related to this position is performed outdoors in team and solo settings. Candidates must be able to repeatedly lift 50-pounds, work outside for extended periods of time, and demonstrate strong communication skills.

### **How to Apply**

A complete application consists of a detailed resume, cover letter, and 2 professional references. Please submit your application directly via email to [hello@soulfulseedsnevada.org](mailto:hello@soulfulseedsnevada.org) . Incomplete applications and applications submitted indirectly via online platforms (such as Indeed or other) will not be considered.

Application Deadline – Open Until Filled

We encourage all interested applicants with diverse work experiences who feel they have the qualifications to carry out the duties of this position to apply.