

6.26.23

Assistant Manager - Native Seed and Plant Program

Heritage Seedlings and Liners, a wholesale woody seedling nursery, seeks an assistant manager for its native seed and plant program. This is a full-time, career-level position for someone who has a passion for native plant production and is highly skilled in record keeping and database management. Heritage Seedlings grows over 100 species of Willamette Valley Prairie forbs and graminoids. We have 40 acres of seed production fields producing 4,000 lbs of seed per year with a crew staff of 5 during the growing season.

The person hired for this position will be cross-trained in all aspects of the program's management as outlined below. This is a 2/3 field 1/3 office position.

Areas of Responsibility Native Seed Program:

- (a) Monitor the native seed production blocks at all stages of production
- (b) Oversee cultural and chemical control of pests in seed crop
- (c) Manage field crews conducting pest control, harvest, seed processing, seeding and planting & assist when necessary
- (d) Monitor seed cleaning and quality
- (e) Maintain and record all field data
- (f) Manage seed production contracts with regards to progress reports and timely invoicing
- (g) Manage commercial seed orders and inventory
- (h) Collect wild seed stock
- (i) Explore opportunities to expand the scope of the native seed and plant program and market it to a wider audience [for example, a retail line of plants]
- (j) Assist with habitat restoration work occurring on nursery properties including general monitoring, grant writing and project implementation.

Required Qualifications:

- A passion for native plants and a strong desire to help facilitate the return of precious wild seed collections which help restore now rare prairie and oak habitat in the Willamette Valley.
- Successful completion of a full 4/5-year course of study at a college or university leading to a bachelor's or higher degree in horticulture or biological sciences with a botany emphasis.
- Good plant identification skills.
- Two years of field and/or propagation experience with native plants.
- Proficient in Word and Excel.

Other Requirements: The work can sometimes be physically demanding and involves walking, climbing, and bending over (sometimes for extended periods of time) and lifting moderately heavy items (up to 40 lbs). Field work includes exposure to high pollen levels and dust, and poison oak. Good written and oral communication skills are important as well as being able to work with a diverse group of personnel. Our ideal candidate will be a quick-learner who is resourceful, energetic and highly organized. Must possess and maintain a valid state driver's license.

Qualified applicants are invited to send a cover letter and resume (MS Word format only) to Lynda Boyer, Native Seed Program Manager, at lboyer@heritageseedlings.com

- **Location:** Salem, OR
- **Compensation and benefits:** Salaried position commensurate to education and experience, full benefits including vacation, paid holidays, health and dental insurance, Simple IRA and annual performance evaluation
- **Hours:** 7am-4:30pm Mon-Fri.