



**Part Time Nursery Assistant
Native Here Nursery
Berkeley, California**

Position open 6/30/17 until filled

About the California Native Plant Society

Founded in 1965, the California Native Plant Society (CNPS) is a science-based non-profit that aims to increase understanding and appreciation of California's native plants, while conserving them and their natural habitats. CNPS has 10,000 members in 35 chapters across California.

About Native Here Nursery

Native Here Nursery (NHN) is a project of the East Bay Chapter of the California Native Plant Society (EBCNPS), a not profit 501(c)3 organization. Founded in 1994, NHN is dedicated to growing native plants propagated from materials collected in Alameda and Contra Costa counties for restoration and gardening. Conservation and restoration are at the heart of NHN's mission, and the nursery depends on experienced and talented volunteers to operate efficiently. NHN also contributes to the broader community education mission of EBCNPS through a variety of programs.

Job Summary

The Nursery Assistant is a part-time position. Under the supervision of the Nursery Management Committee and Production Manager, the Nursery Assistant performs various manual labor and simple clerical tasks. The labor includes moving potted plants about the nursery, assisting volunteers in setting up their projects, transporting and loading purchases for customers, and general maintenance tasks. The clerical work includes simple data entry, on forms and on a computer, and point of sale tasks such as processing credit card transactions.

Desired Skills and Qualifications:

- Capable of lifting and carrying up to 25 lbs and using a handcart for heavier loads
- Available to work Saturdays, Tuesdays and Fridays (ongoing) and some Sundays
- Able to work cooperatively with people of varying ages
- Able to work outside in most weather
- An interest in native plants is desirable

Status and Supervision

This is a part-time, non-exempt position that is not eligible for benefits. The hourly wage is \$12-\$16 per hour, based on experience and performance. The position is supervised by the Production Manager. The position is based at Native Here Nursery, located at 101 Golf Course Drive in Tilden Park, Berkeley, CA.

To Apply

As this is an entry level position; experience is not required. Interested candidates should send an e-mail application expressing interest in this work and listing experience and references to jobs@cnps.org. Subject line of e-mail should read "Nursery Assistant application". Review of applications begins immediately and will continue until the position is filled.