



Property Manager

Reports to: Executive Director

Supervises: Property assistants, volunteers and property-related contractors

Status: Exempt - 40 hours per week, minimum

About Us:

MEarth is a multi-faceted environmental sustainability education program that inspires youth and adults alike to be better stewards of our selves, our communities, and our environment. Annually, more than 5,500 people participate in one or more of our four programs: ClassroomConnect, NatureConnect, FoodConnect and CommunityConnect.

At the ten-acre Hilton Bialek Habitat, located adjacent to Carmel Middle School (at the mouth of Carmel Valley), we provide hands-on, experiential learning opportunities to schools, county agencies, partner nonprofits, local businesses, and interested citizens from throughout Monterey County.

Our nationally recognized outdoor learning center includes a large meadow, bird habitat, monarch butterfly habitat, a pond, an outdoor amphitheater, a LEED-certified culinary classroom, outdoor kitchen with wood-fired oven, organic vegetable and herb gardens, heirloom fruit orchard, off-grid solar greenhouse, and native plant nursery.

For more information about MEarth, please visit:

www.MEarthCarmel.org | [www.Facebook.com/MEarthCarmel](https://www.facebook.com/MEarthCarmel)

Position Overview:

The Property Manager oversees all aspects of planning, developing and maintaining the gardens and educational habitat labs, as well as maintaining most of the structures, on the ten-acre Hilton Bialek Habitat (Habitat), where MEarth conducts its education programming. This includes MEarth's edible and educational gardens and habitats, native plant nursery and garden, greenhouses, living roof, and aspects of the culinary classroom.

This position is more than a gardener and repair person. The Property Manager works closely with the Executive Director and Program Manager at a strategic planning and development level, ranging from designing new educational habitat labs to planting crops to be used in future classes. Also, the Property Manager plays a critical role in serving as MEarth's liaison to Carmel Middle School (where the Habitat is located) and Carmel Unified School District (CUSD, who owns the Habitat). Finally, the Property Manager oversees all property-related contracts and volunteers.

Responsibilities (include but are not limited to):

Hilton Bialek Habitat Property

- Lead and manage propagation efforts and greenhouse work, soil fertility, composting, crop rotation, annual garden master planning, pruning, irrigation, and pest and disease management in the edible garden. Maintain a regular record of garden work, harvest yields and planting rotations.
- Collaborate closely with MEarth instructors/staff and restaurant partners to ensure a level of production that provides ample produce for student and community programming, specialized growing contracts and special events. Deliver produce to restaurant and other clients as contracts or other needs dictate.
- Ensure that the gardens, greenhouses and shadehouse on the Habitat are well maintained by training and managing assistants, volunteers, contractors and interns.
- Develop a propagation schedule and oversee the ongoing propagation of natives in support of plant sales and restoration activities.
- Ensure that property facilities and equipment are in safe and reliable working order, i.e. tool shed, greenhouse, irrigation system, hand tools, etc.
- Develop and manage the garden/property budget; determine budgetary needs, prepare applicable documentation for approval.
- Work with the keen aesthetic of the program in mind, keeping the property in a presentable state for our numerous tours and community visitors.

Programming and Restoration Project Support

- Work collaboratively with MEarth staff to support the successful delivery of all educational programming at the Habitat (ClassroomConnect, NatureConnect, FoodConnect and CommunityConnect).
- Ensure educational habitat labs are well maintained, in collaboration with MEarth Educators.
- Work with Outreach and Volunteer Coordinator and Program Director to ensure staffing at all restoration activities both on and off-site.
- Work with Program Director and Executive Director to ensure that all restoration grants are implemented in a timely manner.
- Ensure an engaging and rewarding experience for volunteers working to help maintain the property.

Management

- Collaborate with other MEarth staff to train and manage volunteers and interns.
- Coordinate with CUSD staff to ensure proper support and maintenance of Habitat.
- Coordinate property maintenance with outside contractors on a weekly or as needed basis.
- Meet regularly with MEarth instructor(s) to coordinate plantings and harvests in tandem with curriculum needs and lesson plans.
- Work closely with the Executive Director and MEarth staff in the development of program goals and long-term property development.
- Lead preparation of property and other infrastructure for major fundraising/community events.

Required Education and Experience:

- Educational Requirement: B.A. or B.S in related field or commensurate work experience.
- Experience Required: Minimum two years managing a farm or educational garden.
- Significant experience and success with managing and training volunteers and interns.
- Strong interpersonal skills, ability to work well with youth, peers, volunteers, interns, etc. in a wide range of situations.
- Strong natural history background and experience working with school students preferred

Required Knowledge, Skills, and Abilities:

- Demonstrated skill and expertise in accomplishing work-related tasks – with accuracy, precision, completeness, neatness, and quantity.
- Demonstrated knowledge in accomplishing work-related responsibilities, including methods, materials, tools, equipment, and fundamental subject matter.
- Effective and efficient work habits including organization of work, punctuality and dependability, industry, and good practices of both vehicle and personal safety.
- Has worked collaboratively in a team setting, as well as worked independently.
- Strong verbal and written communication skills. Effectively provide oral and written directions.
- Established and maintained friendly, cooperative, and effective working relationships with all persons contacted in the course of work.
- Demonstrated a positive attitude and enthusiasm for work, willingness to conform to job requirements, and ability to adapt to change.
- Demonstrated good judgment, promptness of action, and sound decision making.
- Computer skills using both Windows and Mac preferred.
- High proficiency in Microsoft Word, Excel, PowerPoint, Google Drive and other software.

Required Physical Capabilities:

The working environment is subject to bending, crouching, or kneeling to access information and/or to assist students from ground level to 4.5 feet above the ground, pushing, pulling and lifting of instructional equipment and supplies, sitting on chairs or floor, leaning over for prolonged periods of time, reaching in all directions, and working outdoors for prolonged periods of time. Inherent in one or more of the essential functions of this position are the following essential physical requirements:

- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and/or on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and/or on the telephone.
- Ability to operate gardening and property management equipment with dexterity and in a safe and efficient manner.
- Ability to routinely lift and carry supplies and materials weighing up to 40 pounds.

Hours and Compensation

This is a full time, 40 hour/week, exempt position. Salary and paid vacation package is competitive. Presently, no insurance is offered. However, the Board of Directors and new Executive Director have made securing increased funding to provide insurance for all staff a high priority objective for the organization.

To Apply: Please follow the link below to apply. No phone calls please.

<https://goo.gl/forms/zaDYnoR9Oa7saUx72>

Successful completion of the hiring process is contingent on applicant passing a multi-agency live-scan fingerprint/background check. (paid for by MEarth) Women, people of color and LGBT candidates are strongly encouraged to apply. MEarth is an Equal Opportunity Employer.