



## **Property Stewardship Manager**

**Reports to:** Executive Director

**Supervises:** Assistant Property Manager, Stewardship Interns, Volunteers and Contractors

**Status:** Non-exempt, Full-Time, 40 hours per week

### **Position Overview:**

*MEarth invites you to join our team in meeting our mission of educating and inspiring through environmental stewardship! The Property Stewardship Manager oversees all aspects of planning, developing, and maintaining the ten-acre Hilton Bialek Habitat, where MEarth conducts its educational programming. This includes MEarth's edible and educational gardens and habitats, native plant nursery and garden, grounds, greenhouses, living roof, and aspects of the culinary classroom.*

### **Responsibilities include but are not limited to:**

#### **Managing One Acre Edible Garden**

- Lead and manage annual garden master planning, propagation efforts, soil fertility, composting, crop rotation, irrigation, greenhouse, 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 to ensure a level of production that provides ample produce for student and community programming, fundraisers, and special events.
- Ensure that the gardens and associated greenhouses are well maintained by training and managing assistants, volunteers, contractors, and interns.
- Develop and manage the garden budget; determine budgetary needs. Prepare applicable documentation for approval from MEarth Executive Director.

#### **Managing Native Plant Nursery**

- Ensure that the nursery shade house is well maintained
- Train and manage volunteers, contractors and interns.
- Work with volunteers and the California Native Plant Society (CNPS) to develop a propagation schedule and oversee the ongoing propagation of natives in support of plant sales and restoration activities.

#### **General Property Management**

- Develop and manage the property budget; determine budgetary needs. Prepare applicable documentation for approval.

- Ensure that property facilities and equipment are in safe and reliable working order, i.e., tool shed, greenhouse, irrigation system, hand tools, etc.
- Work with the keen aesthetic of the program in mind, keeping the property in a presentable state for community tours, events, and general visitors.
- Collaborate with other MEarth staff to train and manage volunteers and interns.
- Coordinate with CUSD staff and Habitat Liaison to ensure proper support and maintenance of Habitat.
- Manage property maintenance and coordinate with outside contractors on a weekly or as-needed basis.
- Meet regularly with MEarth Programming Director and educators to coordinate plantings and harvests in tandem with curriculum needs and lesson plans.
- Work closely with the Executive Director and MEarth staff to create program goals and long-term property development.
- Lead preparation of property and other infrastructure for major fundraising/community events.

### **Programming and Restoration Project Support**

- Work collaboratively with MEarth staff to support the successful delivery of all educational programming at the Habitat.
- Ensure educational habitat labs are well maintained in collaboration with MEarth Educators.
- Work with the Program Director to ensure staffing at all restoration activities both on and off-site.
- Work with the Program Director and Executive Director to ensure that all restoration grants are implemented, documented, and accounted for in an organized and timely manner.
- Ensure an engaging and rewarding experience for volunteers working to maintain the property.

### **Required Education and Experience**

- Educational Requirement: Minimum Education of B.A. or B.S. in a related field.
- Experience Required: Minimum two years managing a farm, nursery, CA native, and/or educational garden. Landscaping experience is a plus!
- Significant experience and success with managing and training volunteers and interns.
- Strong interpersonal skills, ability to work well with youth, volunteers, interns, etc.
- Strong natural history and CA Native plant background
- Experience working with K-12 school students.

### **Required Knowledge, Skills, and Abilities**

- Excellent communication skills, oral and written.
- Excellent time-management skills.
- Strong interpersonal skills, ability to work well with youth, peers, teachers, volunteers, interns, etc., in a wide range of situations.
- Demonstrated skill and expertise in accomplishing work-related tasks with accuracy, precision, completeness, neatness, both in quality 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, punctuality and dependability, industry, and good vehicle and personal safety practices.
- Experience working collaboratively in a team setting, as well as working independently.

- Able to manage a fast-paced work environment with regular interruptions and multiple project deadlines.
- Able to maintain 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.
- High proficiency in Google Suite, Microsoft Suite, Harvest time-tracking, and similar relevant software.
- Bilingual (Eng./Esp.) is a plus!

### **Required Physical Capabilities**

- 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 in person and/or on the telephone.
- Ability to communicate so others will clearly understand a conversation in person and/or on the telephone.
- Ability to operate a computer, calculator, copy machine, telephone, and other office equipment with dexterity and safely and efficiently.
- Ability to routinely lift and carry supplies and materials weighing up to 25 pounds.

### **Working Conditions**

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 the floor, leaning over for prolonged periods, reaching in all directions, and working outdoors for prolonged periods.

***NOTE: This job description is not intended to be all-inclusive. Employee may perform other duties to meet the ongoing needs of the organization. Employment with MEarth is at will.***

### **How to apply**

Please complete the following Google form to apply: <https://forms.gle/krkg63cHJ4RH4wBK9>

You will be asked to submit a cover letter, resume, and contact information for three professional references. You will be required to log in with a google account.

### **Background Check and TB Test Requirement**

Successful completion of the hiring process is contingent upon the applicant passing a multi-agency livescan fingerprint/background check and TB test (paid for by MEarth).

No phone calls or emails, please.