



Job Description – Greenhouse Manager

(This is a Part Time contract position- 10 hours per week)

Salary: \$ negotiable

Filing will end: Friday, April 14th, 2023

Email resume and cover letter to: info @hpcgreenhouse.org

Experience Required: At least 2 years' experience in Horticulture or Agriculture experience.

Other Requirements:

Be flexible, responsible, preferably local, Spanish speaking is a plus, passionate about our mission. References, background checks and drug tests will be required. The schedule will be 10 hours per week, which will include weekends and school breaks. This will be a diversified position that will require a “whatever it takes” attitude to excel in the role. If you are flexible and possess a roll up your sleeves approach, this job is for you!

Working Relationships:

1. Reports to the Executive Director
2. Interacts with Cleaning Staff, Greenhouse committee members, Community Volunteers.
3. Interacts with donors and fundraising sources to promote The Greenhouse Project.

Primary Responsibilities:

- Assist in planting and growing plants.
- Plant Maintenance and Care.
- Overseeing daily operations of greenhouse.
- Learn and maintain the greenhouse equipment.
- Create a raised bed on the greenhouse grounds
- Coordinate with executive director on events, such as: Mother's Day plant sale, Pumpkin Patch, Halloween activity, holiday train show, small events/birthday parties.

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