



SONOMA ECOLOGY CENTER

Beautiful. Sustainable. Sonoma

Sonoma Garden Park Garden Assistant Manager

Classification: Non-Exempt

Reports To: Education Manager & Garden Manager

Hourly rate: \$26 - \$30

Hours: 32- 40 hours per week

Job Summary:

Sonoma Garden Park, operated by the Sonoma Ecology Center, is a thriving community space committed to ecological health in Sonoma Valley. We are seeking a Garden Assistant Manager to join our farm team. The Garden Assistant Manager will work closely with the Garden Manager to ensure Sonoma Garden Park's smooth operation and development. This position offers a unique opportunity for individuals looking to gain hands-on experience and skills in garden and farm management while contributing to our community. The Garden Assistant Manager will play a pivotal role in maintaining gardens, supporting community gardeners, and engaging with volunteers, students and interns.

Organization:

Sonoma Ecology Center is a 34-year-old nonprofit with a mission to work with our community to identify and lead actions that achieve and sustain ecological health in Sonoma Valley. We drive important land, water, biodiversity, research, and climate initiatives in the North Bay and beyond. We have 35 dedicated staff members and manage multiple grants and contracts, often in partnership with other agencies, so that we may better leverage our important resources and knowledge base.

Duties/Responsibilities (Include but are not limited to):

- Maintain public garden areas. Tasks may include planting, weeding, mowing, string trimming, inspecting for weeds and pests, inspecting and repairing irrigation systems, ensuring clear walkways, and maintaining facilities.



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- Oversee Garden volunteers, including recruitment, obtaining waivers, training, and stewarding, as well as maintaining a volunteer database using Better Impact.
Assist Garden Manager with routine and as-needed tasks.
Participate in program meetings and staff development activities and collaborate effectively as a team member with the garden/education team.
Manage Garden Plot rentals, oversee renters, and help set up plots as needed.
Assist the Education team with SEC's Teen EnviroLeader program at the Garden.
Manage the Saturday harvest market, including training volunteers on the Square point of sale system, vended goods, and other tasks as needed.
Foster relationships with corporate employee-volunteer work groups.
Supervise court-appointed volunteers to ensure completion of their required community service hours and paperwork.
Maintain the barn area.
Organize quarterly social events for the garden community and volunteers, and oversee refreshments.
Work with SEC's communications team (CET) on marketing and promotional materials.
Work with grants manager to facilitate SGP applicable grants.
Help cultivate the Sonoma Garden Park Advisory Committee, and attend meetings.
Facilitate Garden Event Rentals, including payments, and collect Certificate of Liability forms and provide a copy to HR, before events.
Adhere to all organizational policies, procedures, and protocols.

Required Skills/Abilities:

- No specific education is required, but candidates should have a minimum of 2 years of direct experience performing similar duties, such as working at gardens, farms, or in landscaping. Students pursuing a Bachelor's Degree in Agriculture/Horticulture, Environmental Sciences, Community Development, Communications, or related fields are encouraged.
- Ability to engage with and supervise volunteers to perform routine and as-needed tasks.
- Office technology skills; ability to operate online volunteer management system; ability to operate retail systems, like Square, and to manage a small cash system for market sales.
- Experience maintaining and repairing farm and garden equipment is desirable.
- Organizational skills, including multitasking, prioritization, planning, and effective time management.
- Excellent communication skills. Fluent English required, Spanish fluency helpful.



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Physical Requirements:

This is an active position with a lot of movement throughout the day. One must be able to lift, push, pull, and safely carry up to 50 lbs. You will be asked to set up tables, chairs, and tents and carry equipment, tools, food, drinks, and other supplies for events. Our events are almost exclusively outdoors. One will be exposed to sun, heat, wind, rain, and rodents. You should be able to kneel, walk, hike, bend, stoop, stand for periods of time, reach, and squat. One will use common garden hand tools and limited power tools. You should be able to safely operate these. This position requires the use of common office equipment, such as computer, printer, scanner, phone, register, POS card reader, and satellite phones.

Additional Requirements:

Since you will be handling the personal information of volunteers and working with juveniles, it is our policy that the incumbent pass a Department of Justice and FBI background check via fingerprinting. Since you will drive company vehicles, we will also run a California DMV MVR (motor vehicle record) to clear you for driving. You must have a current Driver's license and maintain auto insurance.

Please note that some weekends, evenings, and holidays are required, as these are when we periodically have our events. The schedule will include one weekend day every week.

Benefits:

Sonoma Ecology Center offers two Kaiser Permanente health insurance plans for you to choose from. SEC pays 80% of the monthly premium. At this time, we do not contribute towards dependents or significant others. They can be added to your plan, but you are responsible for the full premium. Eligibility for health insurance begins on the 1st of the month after hire. Employee Assistance Program is available regardless of insurance status. We offer seven scheduled paid holidays and three floating additional holidays. Hourly sick and vacation accrual begin immediately.

Sonoma Ecology Center is an Equal Opportunity Employer. All qualified applicants will be given equal consideration and will have equal access to programs, services, and employment opportunities. People with diverse backgrounds, ethnicities, and genders are encouraged to apply. Applicants requiring reasonable accommodations to the application and/or interview process should notify our Human Resources Department.

To Apply



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Please apply using BambooHR HRIS by clicking here:

<https://sonomaecologycenter.bamboohr.com/careers/51>

Alternatively, email humanresources@sonomaecologycenter.org and write Garden Assistant Manager in the Header. Please attach your resume, cover letter, and three references, preferably in one PDF. No phone calls, please. For more information about the Sonoma Ecology Center, please visit www.sonomaecologycenter.org