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**Organization:** [Sustainable Connections](#)

**Title:** Nursery Sales and Production Assistant

**Primary Work Location:** [Cloud Mountain Farm Center, Everson, WA](#)

**Physical attendance requirement (% of time on site):** 100%

**Reports to:** Nursery Manager

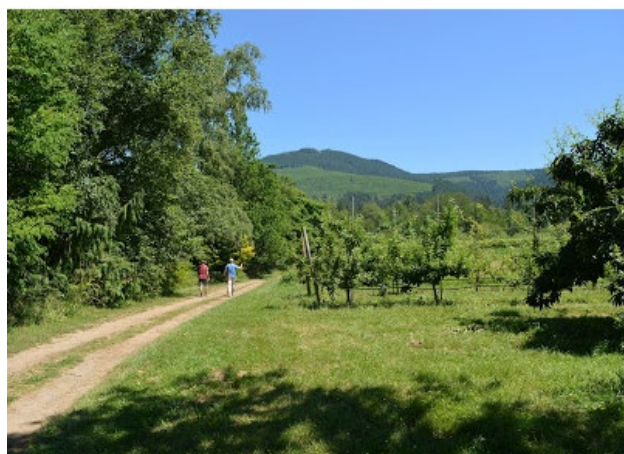
**Term:** Regular, Part-to-full time (number of hours depend upon availability & interest of qualified candidates, full-time hours are available), hourly, FLSA non-exempt

Multiple positions may be available, possibly including temporary/seasonal (January-April and/or January-October), full-time, hourly, FLSA non-exempt. Temporary employees receive legally mandated benefits including workers' compensation insurance, social security and 1 hour of paid sick leave for every forty hours worked).

**Reports to:** Nursery Manager

**Application Deadline:** January 1, 2024 at 11:59PM

**Desired start date:** January 22, 2024



#### About Us:

Cloud Mountain Farm Center is a non-profit farm and education center, dedicated to providing hands-on learning opportunities to new and experienced farmers as well as home gardeners. We operate a retail nursery that serves regional customers via in-person shopping. We specialize in regionally adapted fruit trees and edible fruiting woody plants, while also carrying a selection of other woody ornamentals and some perennials. We propagate and grow many of the plants that are sold in our Nursery.

We strongly encourage applications from people of color, people from working-class backgrounds, women, LGBTQAI+ people, and those who are members of other marginalized communities. If you feel passionate about our efforts and believe that you have the skills to contribute to the growth of our organization, we want to hear from you!

#### Summary:

*The Nursery Sales & Production Assistant is someone who enjoys working outdoors with a small team to care for plants & help our customers get the right plants for them. The Nursery Sales and Production Assistant is responsible for completing the work plans set by the Nursery Manager. The position aids field and container production and care of inventory from fruit trees to ornamentals. This position also supports retail and sales operations in setting a standard of impeccable, knowledgeable customer service grounded in education and horticultural expertise. This position requires the ability to perform physical labor in all kinds of weather, maintain plant organization in retail and/or backstock settings, as well as be able to use relevant software programs for the operation of business. This position may provide retail **and** production support or focus within either the plant production or the retail customer service side of the Cloud Mountain Nursery operation.*

**Working Conditions:**

This position works routinely outdoors in all weather, as the nursery & backstock areas are outdoors in uncovered areas. There are indoor bathrooms and breakroom spaces available, cubbies for personal belongings, refrigerator/microwave etc.

**Work Schedule:**

8 hour days. At least one weekend day may be required.

**Primary Responsibilities:****Sales:**

- Order fulfillment of online orders
- Engaging with the public as a sales staff and as an educator
- Collaborating with the nursery team to design attractive & functional nursery areas
- Ringing up customers using the point-of-sales (POS) system.

**Inventory organization & management:**

- Stocking and tagging plants and hard goods for sale
- Maintaining inventory organization in retail and backstock areas

**Plant Propagation & Nursery growing:**

- Weeding, potting, pruning, staking, shearing, training, irrigation and fertilization of both container production and field stock.
- Assisting in plant propagation projects by grafting, cuttings, division, or seed.
- Assists in implementing pest and disease management strategy in relevant crops
- Assists in maintenance of stock plants and display beds

**Nursery Maintenance:**

- Helps maintain greenhouse systems and components
- Assists in maintaining function, tidiness and basic repair of all nursery infrastructure and facilities

**Education:**

- Participates in leading Nursery Community Workshop courses relevant to expertise

**Required Skills & Qualifications:**

- Knowledge of at least some ornamental, native and fruit plants
- Familiarity and ability to use Microsoft Suite Programs
- Ability and excitement to offer honest customer service
- Ability to lift 30 lbs. repeatedly
- Ability to work outdoors in all weather
- Ability to take direction, keep organized and on track, quick to learn with high attention to detail.

**Preferred Skills & Qualifications:**

- Orchard experience
- Landscaping, light equipment, construction, or tractor experience
- Experience propagating plants from cuttings, grafting, division or seed
- Pesticide handlers license
- Greenhouse systems and components experience
- Experience operating a cash register and POS (point-of-sale)

**Compensation & benefits:**

The starting hourly pay rate for this position is from \$17.25 - \$20.00 depending on qualifications and experience. Benefits for first year, regular, full-time employees (working 40 hours per week) include:

- 26 days per year of paid time off (PTO) to be used for any purposes
- An individual benefit of \$450 per month
- Up to a 3% match SIMPLE IRA non-designated retirement plan
- Budget to pursue professional development (ex: conference, coursework)
- A flexible work schedule
- 25% discount on nursery plant material
- 27.24% of employee's share of the Washington Paid Family & Medical Leave premium
- Mileage reimbursement for travel to & from temporary duty stations
- Additional forms of leave of absence: up to 40 hours additional PTO for jury duty service, up to 40 hours additional PTO for jury duty service, leave without pay, Washington Paid Family & Medical Leave
- A supportive & inspiring working environment: well equipped offices, coworkers fostering a welcoming & inclusive environment, and the opportunity to help lead a nationally recognized organization

**To apply:**

Email a cover letter and resume with the contact information for three professional references to [maryt@sustainableconnections.org](mailto:maryt@sustainableconnections.org).

*Sustainable Connections complies with all federal, state, and local laws which prohibit discrimination in employment. Sustainable Connections is committed to recruiting and retaining a diverse workforce.*

*Sustainable Connections is an equal opportunity employer that believes it is the responsibility of our organization and all employees to ensure there is no discrimination against any employee or job applicant for employment based on race, color, religion, national origin, ancestry, age, sex, marital status, military service, sexual orientation, gender identity, the presence of any sensory, mental, or physical disability, genetic information, or any other protected status.*

*Individuals in need of an accommodation in order to participate in the recruitment, selection and/or employment process are encouraged to reach out to Mary Tully, Administrative Manager, 360-647-7093 x104, who will engage in an interactive process to respond to & provide reasonable accommodations to qualified individuals.*

*All new employees must show employment eligibility verification as required by the U.S. Citizen and Immigration Service before beginning work at Sustainable Connections.*