



## Job Description

# Native Plant Nursery and Seed Farm Assistant

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Native Plant Nursery and Seed Farm Assistant

**Position Type:** Part-time (20 hours per week)

**Salary and Benefits:** Compensation ranges from \$18.50–\$20.00 per hour, depending on experience.

### Introduction

The Palos Verdes Peninsula Land Conservancy (PVPLC) is a nonprofit organization that works cooperatively with cities, property owners, and environmental groups to acquire and preserve land, restore native habitats, and promote the conservation of natural open space throughout the Palos Verdes Peninsula. PVPLC's mission is to preserve land and restore habitat for the enjoyment and education of all.

### Job Description

This position supports both the Native Seed Farm Manager and the Nursery Technician in the operation and maintenance of the Conservancy's Native Plant Nursery and Seed Farm. The role contributes to the cultivation and production of locally sourced native seeds that support habitat restoration and conservation efforts throughout the Palos Verdes Peninsula. This position involves a high level of hands-on, physical outdoor work.

### Responsibilities

- Assist the Native Seed Farm Manager with day-to-day operations and other assigned tasks.
- Support nursery and seed farm activities, including plant inventory, seed processing, sowing, transplanting, weeding, and watering.
- Work with volunteers, staff, and partner organizations to provide educational and interpretive experiences at the nursery.
- Assist with seed cultivation and wild seed collection efforts under the direction of the Nursery Technician, Stewardship Manager, and Native Seed Farm Manager.
- Help maintain the seed farm and nursery, including planting bed preparation, seed propagation, seedling cultivation, pest and disease management, fertilization, soil amendment, seed harvesting, irrigation repair, and construction or maintenance of farm equipment and structures.
- Perform substantial hands-on fieldwork, including routine weeding and general farm maintenance.
- Operate and maintain farm equipment and tools used to sow, harvest, process, and store seed
- Perform additional duties as assigned by the Native Seed Farm Manager.

### Qualifications

- Bachelor's degree in Botany, Ecology, Horticulture, Agronomy, or a related field preferred
- Knowledge of Southern CA coastal sage scrub and native grassland ecosystems
- Knowledge of CA native plant propagation, nursery operations, seed banking, genetics, and seed bulking techniques
- Familiarity with seed treatment methods, plant pathogens, and best management practices for habitat restoration and nursery operations
- Ability to perform physically demanding outdoor work, including walking several miles per day over rough terrain in varying weather conditions
- Strong organizational and time-management skills, with the ability to manage multiple priorities and meet project objectives under pressure
- Excellent written and verbal communication skills
- Willingness and ability to travel throughout PVPLC's service area; reliable transportation required

## **Desired Skills**

- Experience with Microsoft Office, Google Workspace, GIS applications, and genetic tracking software
- Ability to identify CA native and non-native plant species
- Possession of a Qualified Applicator License (QAL) or understanding of pest management practices
- Experience supporting habitat restoration, native plant nursery, or ecological monitoring projects preferred

## **Application**

Submit your resume and cover letter to [info@pvplc.org](mailto:info@pvplc.org).