

Nursery Administrative Assistant

Job Announcement

Job Title

Nursery Administrative Assistant

Department

CT Tree Farm

Location

Berryville, VA

Classification

Full-Time, nonexempt

Employment Terms

At Will

Reporting to

Nursery Manager

Summary

The Nursery Administrative Assistant provides wide-ranging support for the Nursery Manager, Assistant Nursery Manager, and other staff as directed. The incumbent is highly organized, detail oriented, self-motivated, and able to manage multiple assignments and relationships to ensure the smooth functioning of all Casey Tree Farm's (CTF) operations.

Essential Functions

Under the guidance/supervision of the Nursery Manager, the Administrative Assistant performs a variety of essential functions including, but not limited to:

- Coordinates the work/visits of partners, N.E.O.N., donors, tenants, occupants, contractors, etc.
- Tracks the lifecycles, labeling, maintenance, repair, rotation and ordering of assets/chemicals/equipment.
- Supports CTF's sustainable horticulture program: scouts trees for diseases and insects; collects field samples; performs rudimentary chemical and physical analysis on samples; maintains accurate data records, among others.
- Assists with the execution of training initiatives and safety procedures.
- Implements inventory management tasks for trees, pesticides, equipment, etc.
- Assists selling surplus trees by strengthening existing relationships, creating new ones, creating and distributing marketing materials, securing purchase agreements, interfacing with the central business office, ensuring invoicing and payment receipt.
- Performs tree control/identification tasks such as printing/installing field markers, identification tags, etc.
- Coordinates dispatching to CT-DC and other locations to ensure efficient delivery of trees, including but not limited to, truck scheduling, preparing shipping documents, managing vendor payments, etc.
- Assists with AR/AP management by computing, classifying and recording farm transactions and submitting receipts.
- Manages supply tracking/purchasing of tools, safety equipment, propane, office supplies, etc.
- Documents/schedules nursery production and farm maintenance activities.
- Performs safety inspections/audits of fire extinguishers, first aid kits, and smoke detectors, etc.

Secondary Functions

- Occasionally oversees field staff in the absence of the Nursery Manager/Nursery Assistant Manager.
- Remains current on industry trends/practices in horticulture/urban forestry.
- Safely operates motorized vehicles such as Kubota cart, ATV, pickup truck, etc.
- Performs other duties as assigned.

Competencies

- Detail Orientation
- Project Management
- Independent Work Ethic
- Safety Orientation
- Communication Proficiency

Position Type/Expected Hours of Work

This is a full-time, 40 hours per position. The incumbent must be able and willing to work evenings, weekends, and extended hours when needed.

Travel

Travel is primarily local during the business day, although some out of the area travel and overnights may be expected.

Required Qualifications

- Valid driver's license with clean driving record and experience/ability to safely drive work vehicles including a pickup truck, trailer, and ATV's.
- **Strong Microsoft Office** (Word, Excel, PowerPoint, Outlook) **skills**.
- Excellent written and verbal communication skills.
- Thoughtful, organized, highly collaborative with great attention to detail.
- Enthusiastic with a positive attitude and strong work ethic.
- Demonstrated success working in a team environment; both internally and externally.
- Experience formulating and adhering to budgets.
- Must be able to manage multiple activities simultaneously.
- Must be able to establish, track, and meet deadlines, often under pressure.

Preferred Qualifications

- Two or more years of experience in nursery production and inventory management.
- Bachelor's degree in Horticulture or related field preferred.
- Knowledge of field-grown tree production; installation/maintenance of irrigation systems, IPM practices.
- Able to learn Salesforce, ArcGIS Desktop, and other computer programs.

Compensation

Excellent benefits including health, dental, vision, paid holidays, and paid time off.

What you will need to apply

Please enter **Nursery Administrative Assistant** in the subject line of your message and email the following items to the Human Resources Generalist at jobs@caseytrees.org:

- Résumé (if applicable)
- Available start date
- Salary requirements
- Contact information for three references

No telephone calls, please. Final candidates will be subject to a background check at time of conditional offer.

Equal Employment Opportunity Policy

Casey Trees is proud to be an Equal Opportunity Employer.

Who We Are

Casey Trees is a Washington D.C.-based nonprofit, established in 2002, committed to restoring, enhancing and protecting the tree canopy of the nation's capital. To fulfill this mission, we plant trees, engage thousands of volunteers in tree planting and care, provide year-round education courses, monitor the city's tree canopy, develop interactive online tree tools and work with elected officials, developers, and community groups to protect and care for existing trees and to encourage the addition of new ones.