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Denver, CO 80216
www.thegrowhaus.org
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EIN # 20-3533527



Seedling Coordinator Job Description

Hours: Part-time, 25 hours/week

Seasonal: January through May 2019

Compensation: \$12-\$14/hour (Negotiable based on experience)

Accepting applications until Tuesday, January 11, 2018

SUMMARY:

The GrowHaus is a food equity nonprofit in Denver's Elyria-Swansea neighborhood. The [GrowHaus](#)' mission is to create a community driven, neighborhood-based food system by serving as a hub for food distribution, food education, food production, and economic opportunity. The GrowHaus is currently searching for a coordinator for our 'Roots to Health' Plant Nursery. The Roots to Health Plant Nursery grows annual and perennial transplants for sale in Denver and is entering its fifth growing season. The Seedling Coordinator will be responsible for running and managing the 2019 Roots to Health Plant Nursery, which includes designing planting plans; seeding, propagating, and caring for 5,000 - 7,000 plants; training and supervising seedling nursery staff and interns; and managing sales and distribution.

Responsibilities:

- Plan, organize, direct, control, and coordinate self and workers engaged in propagating, cultivating, and selling seedlings--including vegetables and herbs.

Specific Tasks:

- Evaluate product marketing alternatives, build a marketing plan, then promote and market seedling products.
- Take part in farmers' markets.
- Determine types and quantities of seedlings to be produced, based on budgets, projected sales volumes, and natural resource restraints.

- Select and purchase supplies and equipment such as seeds, plant nutrients, disease control organic chemicals, tools and machinery.
- Operate tools and machinery to cultivate and haul seedlings.
- Install and manage irrigation systems according to seedling need
- Perform seed production duties such as planning, planting, fertilizing, cultivating, and spraying.
- Grow seedlings in greenhouses or cold-frame beds or other methods of seedling production.
- Monitor seedlings as they grow in order to ensure that they are growing properly and are free from diseases and contaminants.
- Identify and treat plant problems such as diseases, weeds, and insect pests.
- Assemble, position, and secure structures such as trellises, seedling tables, lighting, fences, etc using hand tools.
- Cultivate specialty products.
- Negotiate and arrange for the sale, storage, and transportation of seedlings.
- Train, retain, and manage professional staff and workers/volunteers engaged in planting, cultivating, irrigating, and marketing seedlings.
- Clean and disinfect seedling space and storage, transport and seedling transportation containers.
- Clean, grade, and package seedlings for marketing.
- Control the spread of diseases by following proper food safety protocol.
- Destroy diseased seedling and compost superfluous seedlings.
- Maintain facilities such as fencing, water supplies, greenhouse space, and storage space.
- Maintain financial, tax, and production records.
- Maintain and inform supervisor of budget.
- Manage and oversee the day-to-day running of seedling project.
- Doing everything to assure an agreed upon income from the seedling project.
- Last and most important, keeping to the safety of handling all seedlings. Making sure that everyone entering the space maintain washed hands.

HOW TO APPLY:

Interested parties must submit a resume and letter of intent addressing the questions below to Careers@thegrowhaus.org, with subject line: Seedling Coordinator

- Why you? Why this position? Why The GrowHaus? & Your specific related experience

The GrowHaus is an equal opportunity employer. We are committed to fostering a diverse and inclusive environment. We are dedicated to hiring employees and bringing on board members and committee members who reflect the communities we serve, including women, people of color, LGBTQ individuals, and people with disabilities. The GrowHaus will provide accommodations in all aspects of the application process. If you require an accommodation, we will work with you to meet your needs.