

The Audubon Naturalist Society is seeking a creative self-starter to lead our Conservation Gardening Outreach program.

**Who We Are:** The Audubon Naturalist Society is the oldest independent environmental organization in the Washington, DC region and a pioneer in linking conservation activities with environmental education. We seek to create a larger and more diverse community of people who treasure the natural world and work to preserve it. Our headquarters is the Woodend Nature Sanctuary in Chevy Chase, MD.

**Job Title:** Garden Programs Manager

**Position Summary:** The Garden Programs Manager designs and implements outreach programs to encourage conservation landscaping, including tours, presentations, classes, workshops, on-site garden consultations, plant sales and volunteer programs. In addition, the Garden Programs Manager manages the maintenance of demonstration gardens at Woodend Nature Sanctuary. The Garden Programs Manager also supports our on-site environmental education programs for children with activities, plant materials and gardening expertise.

**Location, Schedule and Travel:** This is a part-time non-exempt position. Depending on candidate selected, the Garden Programs Manager will work between 20-30 hours weekly. Administrative tasks may be performed remotely, if preferred. Many tasks will be performed at Woodend Nature Sanctuary in Chevy Chase, Maryland. Some travel within 15 miles of Woodend will be required to perform garden consultations. Mileage will be reimbursed for any travel beyond 15 miles of Woodend.

**Target Start Date:** mid-January, 2022

**Salary:** \$20,800 - \$31,200 based on experience and weekly schedule.

**To Apply:** Email cover letter and resume by December 15 to [Alison.Pearce@anshome.org](mailto:Alison.Pearce@anshome.org)

*We recognize that the environmental movement has a history of excluding Black, Indigenous, and People of Color (BIPOC), people from working class backgrounds, women, and LGBTQ+ people. We believe that these communities must be centered in the work we do, and we strongly encourage applications from people with these identities or who are members of other communities that have been historically less included in the environmental movement.*

## POSITION DESCRIPTION

**Department:** Restoration

**Supervisor:** Deputy Director for Programs

**FLSA Status:** Non-Exempt

### Specific Duties:

- Develop and deliver classes and workshops to train home gardeners, as well as landscape professionals, in conservation landscaping practices
- Develop and deliver tours of Woodend demonstration gardens and presentations on gardening themes to encourage use of native plants and sustainable practices.
- Conduct garden consultations to help homeowners and institutional property owners improve wildlife habitat and stormwater management.
- Manage volunteer garden teams including scheduling, training and communication in a way that fosters positive relationships
- Coordinate staff, volunteer and contractor efforts to maintain demonstration gardens.
- Develop a native plant nursery program and organize fall and spring native plant sales.
- Actively promote ANS garden programs through garden clubs and other channels

### Qualifications/Requirements:

- Expertise in the design, installation, and maintenance of gardens with ecological benefits, including knowledge of native plants and stormwater management.
- Strong interpersonal skills including experience managing volunteers or working with community groups.
- Strong project management skills including the ability to manage multiple deadlines.
- Good judgment, honesty, integrity, sense of humor, candor and flexibility.
- Commitment to Inclusion, Diversity, Equity and Access.
- Ability to work some evenings and weekends.
- Experience with grant-funded programs and grant administration preferred.
- Spanish language skills preferred.

### Physical Requirements:

- Requires the ability to speak, hear and use a personal computer for standard business communications.
- The employee must be able to hike to all parts of Woodend Nature Sanctuary and participate in restoration projects, including planting trees, clipping and pulling invasive plants, and moving soil or rocks.
- The employee must be able to climb stairs, stand, walk, reach with arms and hands and to stoop, kneel, crouch or crawl.
- The employee must be able to lift at least 25 pounds.