



## Habitat Restoration Nursery Fellow Job Description

Save The Bay's Fellowship Program is a highly regarded and professional program delivering critical support to staff to ensure a thriving and healthy San Francisco Bay. Fellows actively contribute to the organization and receive hands-on experience and individual mentorship as team members of Save The Bay's talented and passionate staff. This program is an excellent opportunity for professional development and offers insight into a non-profit sector career.

Fellowships require a commitment of 6 months and can be extended up to 12 months total. These positions are part-time (~20 hrs), non-exempt positions. Compensation is \$15/hour in addition to a home office stipend of \$75/month and travel reimbursement.

### Position Details:

Save The Bay's Habitat Restoration Nursery Fellowship provides 6 months of valuable exposure to skills in native plant nursery management and restoration ecology. The Habitat Restoration Nursery Fellow primarily works in our native plant nurseries, gaining experience in propagating transition zone native species, seed and division collection, and integrated pest management. They also assist the Habitat Restoration Team at our restoration sites around the bay with invasive removal, monitoring, and outplanting.

### Job Responsibilities:

- Support the Nursery Manager in plant propagation tasks at Save The Bay's 5 propagation sites (Palo Alto, San Lorenzo, Novato, Menlo Park, and Oakland), including seed sowing, transplanting, divisions, pruning, and culling.
- Assist in nursery maintenance projects, including, but not limited to, construction, irrigation, weeding, and organization.
- Participate in seed collection.
- Join staff-only workdays. Projects include: site maintenance, outplanting, native seed and division collection, invasive species removal, and monitoring.
- Assist Nursery Manager with our community-based volunteer programs at our restoration sites and native plant nurseries (dependent on Covid-19 restrictions).
- Clean and weigh seed collections and update seed collection inventory

### Qualifications and Requirements:

- Interest in plant species native to the Bay Area and/or in nursery operations
- Interest in San Francisco Bay environmental issues and enthusiasm for Save The Bay's mission and programs
- Minimum commitment of approximately 20 hours a week for 6 months with possibility of extension
- Ability to complete administrative and computer-related tasks remotely. Save The Bay operates without a central office location. All staff and fellows work from home.
- Detail-oriented, with strong communication and organizational skills
- Ability to complete tasks independently and work well in a team

- Flexibility with changing schedules and plans, responsive to several channels of communication (texting, phone, email)
- Ability to work in the field in inclement weather conditions
- Active participation and adherence to Covid-19 guidelines.
- Clean background check

**Physical Demands:** The physical demands listed below are representative of those that must be met by a fellow in this position. Reasonable accommodations may be made to enable people with disabilities.

- Typing, writing, reading, hearing, and speaking
- Use of hands, fingers, and feet to operate tools
- Standing and walking for several hours, as well as sitting, squatting, crawling, and lifting up to 40 pounds.

**Driving requirements:**

- Due to Covid-19, fellows must have access to a car they can use to drive to work sites around the Bay (Oakland, Hayward, Novato, Palo Alto, and Redwood City). Commute times may be up to three hours throughout a day. Fellows will be reimbursed for all transportation from their home to the work sites.
- Current California driver's license and clean driving record required

**Covid-19:**

- Fellow must abide by Covid-19 protocols, which vary based on restoration site.
- Maintain 6 feet distance from other staff, wear a mask, and sanitize hands.
- Habitat Restoration Team will provide a full Job Hazard Analysis for the position

We welcome all qualified applicants regardless of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

**Please review our website to find information regarding application periods.** <https://savesfbay.org/get-involved/fellowship-program>

To apply, please send cover letter and resume to jobs AT savesfbay DOT org. Please include the position title in the subject line. Applications will be accepted on a rolling basis.