

# Houston Parks Board

## Conservation Nursery Assistant



### **The Organization**

Houston Parks Board (HPB) expands, improves, and protects parks and greenspace in the Houston region. Since 1976, the 501(c)(3) nonprofit organization has utilized public-private partnerships and its extensive philanthropic, government, and community relationships to provide equitable access to quality parks and greenspace to the Greater Houston region.

Houston Parks Board has reached a major milestone with substantial completion of the boldest and most exciting capital project in its history: Bayou Greenways. This ambitious \$225M project significantly expands and enhances Houston's parks system, creating a continuous system within the city limits of 150 miles of linear parks and trails along Houston's bayous. In addition to leading the transformational Bayou Greenways initiative, Houston Parks Board cares for more than 3,300 acres of greenspace and supports park projects large and small.

For more information about Houston Parks Board and its high-impact work in the community, please visit [houstonparksboard.org](http://houstonparksboard.org).

### **The Position**

With guidance from, and under the direction of the Nursery Coordinator, the Nursery Assistant will engage in the following activities at the HPB Conservation Nursery located at Coolgreen Park. This position involves hands-on work in a nursery setting, with similar exposure to weather.

### **Main Responsibilities**

- Assisting with conservation nursery responsibilities including watering, weeding, potting and transplanting of seedling and/or cuttings of native plants and trees
- Assist in minor propagation such as dividing plant material
- Monitor the health and growth of plant material
- Removing unwanted species from potted material and on nursery premises as needed
- Basic ID of insect and disease problems and communicate issues with HPB Nursery Coordinator
- Operation and maintenance of nursery equipment (i.e. trimmer, pumps)
- Watering and/or verification of proper watering of nursery material
- Assist the Conservation Nursery Coordinator with plant orders
- Maintenance of the wetland tanks, including draining water, algae removal, non-native species removal, water level maintenance
- Capable of working effectively and independently in the field with minimal guidance
- Work collaboratively in the field with volunteers and contractors on conservation projects
- Additional duties as required

### **Qualifications**

- Six months or more of experience with natural resource projects and environmental education programs, OR experience with traditional landscaping management tasks (i.e. weeding, watering), OR experience working with a commercial nursery
- Strong knowledge of or interest in plants native to the Houston area

This position is full-time employment, at \$18 per hour which upon completion of a 90-day probation period, will increase to \$20 per hour. This position also includes the HPB's benefits package with medical, dental, vision and life insurance, and a 403b retirement plan.

To apply for this position, email resume and cover letter to [marissallosa@houstonparksboard.org](mailto:marissallosa@houstonparksboard.org) with "Conservation Nursery Assistant" in the subject line of your email. The deadline for applications is March 21, 2025. **Interviews are by appointment only. No telephone calls, please.**