

**National Tropical Botanical Garden
Horticulture Assistant
Native Plant and Outreach
Lawai, Kauai**

JOB POSTING

We are now accepting applications for a Full Time Horticulture Assistant based at our Conservation Nursery located at our South Shore Gardens.

The Horticultural Assistant will assist the Nursery Manager in the cultivation, care and regular maintenance of plants in the nursery; work closely with interns, volunteers, and collaborate with Horticulture and Science and Conservation departments to ensure successful transition of plants from the Nursery into the Garden Collections and Public Outreach programs.

Responsibilities include:

- Volunteer Coordination: Train and assist volunteers, visiting groups, and employees in managing the flow of more common species through the nursery process using best practices
- Horticultural Expertise: In partnership with Nursery Manager, utilize a wide variety of horticultural expertise to provide the best possible care of a diverse group of plants within the nursery
- Leadership: Train and assist volunteers, interns, visiting groups, and employees in monitoring and maintaining plant health using best practices
- Communication and Collaboration: Contribute to critical decision making in the propagation and care of unique plant species
- Record Keeping: Ensures accurate data collection and reporting
- Must be able to maintain safety protocols, professional standards and assist with plant distribution and sales.

Requires High School diploma or equivalent and knowledge of native plants and native plant propagation.

Schedule: Days

Pay Range: \$18.67-\$22.00 DOE

Deadline to apply for this position: Open until filled

Please submit application OR résumé and cover letter to:

National Tropical Botanical Garden
3530 Papalina Rd.
Kalaheo, HI. 96741
OR: careers@ntbg.org

Phone: (808) 332-7324
FAX: (808) 332-9765

Additional information available on our website: ntbg.org

The mission of the National Tropical Botanical Garden is to enrich life by perpetuating tropical plants, ecosystems, and cultural heritage.

An Equal Opportunity Employer