

POWELLSWOOD

A N O R T H W E S T G A R D E N

Open Position: PowellsWood Garden Director

Location: Federal Way, WA

Position Type: Full time hourly

PowellsWood Garden is an English influenced Northwest garden tucked away in a Federal Way neighborhood, the four acres of cultivated garden are nestled against another thirty-five acres of native successional forest. This private garden is open to the public April through October and is managed by the owners and their family foundation.

Position Description: The PowellsWood Garden Director is responsible for the day to day operations of the garden including: fundraising, event coordination, membership management, outreach and publicity, volunteer management and training, scheduling and human resources, budgeting, interpretation and visitor services.

Desired Skills & Qualifications:

- Excellent time management and organizational skills
- Ability to multi-task and respond quickly to changing priorities
- Excellent oral and written communication skills
- Knowledge of annuals, perennials, shrubs and trees used in PNW landscapes
- Minimum of high school diploma required/ GED accepted. Two year degree in horticulture at an accredited post high school program preferred.
- Experience working in a non-profit environment desired
- Proven fundraising experience a plus
- Ability to speak Spanish a plus

Job Requirements:

- WSDL and acceptable driving record
- CPR/First Aid within first year of employment
- Raingear appropriate for work in inclement weather
- Cellular phone for occasional communication with other staff
- Occasional weekend work many be required

Reports To: Monte and Diane Powell and the PowellsWood Garden Foundation Board

Compensation: \$22.00 - \$28.00 per hour depending on experience, vacation, sick days, 401K, and medical insurance

Please submit a resume, and cover letter outlining your skills and experience along with three professional references to Jill@pacifichr.comail

*PowellsWood Garden Foundation is a Washington 501c3 Charitable Organization
Located at: 430 South Dash Point Road, Federal Way, WA
Mailing Address: 1600B SW Dash Point Road #252, Federal Way, WA 98023
www.powellswood.org*