



The Ruth Mott Foundation is accepting applications for a full time **Horticulture Technical Assistant** at Applewood Estate in Flint, Michigan. The Ruth Mott Foundation is a non-profit philanthropic organization offering grants and programs that serve the Flint community. The Foundation also owns and operates Applewood: The Charles Stewart Mott Estate to demonstrate and support its mission. The estate consists of award-winning gardens, historic buildings, and collections of art, artifacts, archives and photographs and is open to the public Thursday through Sunday May through October.

**Job Posting:** Horticulture Technical Assistant (Full time)

**Starting Salary Range:** \$50,520 to \$60,622

**Job Purpose:** To provide technical assistance to the community as directed in the strategic plan. Manages the flow of technical assistance projects, utilizes RMF staff to assist with each project and uses landscape design skills, plant knowledge and AutoCAD ability to create solutions for community horticulture needs. Also mows large lawn expanses, maintains grounds and helps install landscape projects on the grounds. Supports public programs and shares horticultural knowledge with the public.

**Primary Duties:**

- Meets with organizations and groups requesting horticultural technical assistance to assess the scope of the projects and expertise needed.
- Works with RMF staff to assist with and oversee technical assistance solutions. Also involves other resources when appropriate such as MSU Extension and edibleflint.
- Creates designs and plans in AutoCAD to provide to organizations and groups as needed.
- Provides hands-on instruction and training to groups and organizations to properly implement technical assistance solutions.
- Mows large turf areas of the estate, helps maintain grounds and helps install landscape projects on the grounds of Applewood.
- Oversees the contracted maintenance of the meadows and plantings associated with Gilkey Creek.
- Assists with snow removal and some equipment maintenance.
- Uses GPS/GIS/CAD hardware and software to map the estate's underground systems and plantings.
- Collaborates with education and collections staff by:
  - Assisting with creative development, support and evaluation of Applewood's programs.
  - Sharing expertise through creation and presentation of public workshops in horticulture and other related topics of interest.
  - Participating in event set-up and tear-down.

- Providing horticulture technical assistance to grant staff, grantees, volunteers, organizations and groups.
- Leading guided grounds tours of Applewood and support other public program functions.
- Participates in the development and implementation of RMF's Strategic Plan, Diversity and Inclusion, and other foundation initiatives, as requested.
- Engages in continuing education to stay informed of the latest horticultural, community engagement and GIS/GPS/CAD advances.
- Completes other duties as assigned.

**Qualifications:**

- Bachelor's Degree in horticulture or related field.
- Minimum of three years of experience in horticulture field.
- Michigan Commercial Certified Pesticide Applicator's License with turfgrass and ornamental plant categories or must be obtained within one month of employment.
- Experience and ability to operate equipment including power tools, hand tools, rototillers, front-end loaders, tractors, skid steers, excavators, lawn mowers (push, riding, zero-turn), etc.
- Proficiency in computer-aided drafting software, AutoCAD preferred.
- Proficiency in engraving machine software, Gravograph IS400 Trophy Master preferred.
- Knowledge of GIS software, ArcGIS preferred.
- Proficiency with Microsoft Office suite.
- Excellent writing, speaking, organization, and interpersonal skills.
- A solid understanding of community engagement or direct experience working collaboratively with individuals from all sectors of the community and a commitment to diversity and inclusion.
- Hold a valid driver's license.

**Essential Physical and Work Environment Demands:**

Ability to travel up and down stairs and ladders; bend, stoop, and lift to move materials; to pull/push, lift and carry up to 55 pounds on a regular basis; and to reach both above and below shoulder height. The nature of the work requires the ability to work in both indoor and outdoor environments in varying temperatures and weather conditions. Must be able to work some evenings and weekends.

Ruth Mott Foundation recruits team members that are as economically, culturally and ethnically diverse as the community we serve. We are committed to diversity and inclusion in all its forms, including but not limited to race, color, religion, sex, national origin, age, disability, height, weight, marital status, sexual orientation, protected genetic information, veteran status, or any other characteristic protected by law.

To Apply: Email cover letter and resume to [Resumes@ruthmott.org](mailto:Resumes@ruthmott.org)