



**Operations Assistant (full time)**

Reports to: Director of Operations

Supervisory Responsibility: None

FLSA Status: non-exempt

Full-Time Position: 40 hours per week, garden membership, health/dental/vision/retirement benefits, paid holidays, paid time off, (sick, vacation, and personal leave).

Position Summary:

Tulsa Botanic Garden seeks a qualified individual for a full time Operations Assistant position. Applicants for this position will join a team of dedicated professionals working diligently to build a dynamic new botanic garden for Tulsa, Green Country and beyond. Tulsa Botanic Garden is a growing 501(c)(3) nonprofit organization, based in Tulsa, Oklahoma with 170 acres of land located in southeastern Osage County, 8 miles from downtown Tulsa. More information about the Garden can be found at [www.tulsabotanic.org](http://www.tulsabotanic.org).

Primary duties of this position include:

- Maintains existing turf areas, outdoor spaces around buildings, nature trails, fence lines
- General maintenance of Garden infrastructure including buildings, small equipment, fences, etc.
- Assists Horticulture team with installing new plantings, weeding, and other garden upkeep
- Mowing, string-trimming, and brushhogging
- Applying both selective and non-selective herbicides
- Maintain and repair gravel pathways in public and non-public garden areas
- Other duties as assigned by supervisors

Required Skills, Experience & Education:

- Friendly demeanor and positive attitude, "a team player"
- Must be able to repeatedly lift 50lbs
- Small power equipment, tractor, lawn mower operation and maintenance
- Willing and able to work on ladder
- Must have or be willing to obtain pesticide license (Garden will pay testing fees)
- Experience with handiwork trade tools and equipment
- Knowledge of general horticultural principles and landscape management techniques a plus
- Standing for long periods of time, in typical Oklahoma summer heat and winter cold

How to apply: Interested applicants should submit resume and list 2 references (contact information only) to [Chad@tulsabotanic.org](mailto:Chad@tulsabotanic.org)