



Meewasin Valley Authority  
402 Third Avenue South  
Saskatoon, Saskatchewan S7K3G5  
Phone (306) 665-6887 Fax (306) 665-6117

## Employment Opportunity

### **POSITION:** Horticulture Field Coordinator (Seasonal)

**CLASSIFICATION AND RATE:** H1 Horticulture Field Coordinator (Seasonal)  
Hourly Rate \$27.51 to \$30.33

**START DATE/TERM:** April 2025

**SEASONAL:** Seasonal position: April to end of October

**BENEFITS:** Meewasin offers a generous benefits package including extended health, disability and life insurance and a matched pension (eligibility may differ for term positions).

**OTHER:** Full-time Term position; 37.5 hours per week; three weeks of earned annual vacation; earned days off schedule. This is an SGEU in-scope position.

**REQUIREMENTS:** This position will require weekend and evening work on occasion. Must have access to own cell phone.

**Job Description:** attached.

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### **TO APPLY:**

Please provide the following information marked "Horticulture Field Coordinator (Seasonal)" to the email below on or before March 28, 2025

\* cover letter and resume in one PDF document \*

Meewasin Valley Authority  
Email: [jobs@meewasin.com](mailto:jobs@meewasin.com)

**DEADLINE FOR APPLICATIONS:** March 28, 2025

Only those applicants who have been chosen for an interview will be contacted. For more information visit [www.meewasin.com/careers](http://www.meewasin.com/careers)



## Horticulture Field Coordinator (Seasonal)

**Position:** Horticulture Field Coordinator

**Reports to:** Construction & Facilities Supervisor

**Date:** 2025

### Organizational Description:

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Meewasin is a purpose driven team of about 30 employees who work in a fast-paced environment. We are committed to delivering strategic priorities of maintaining a healthy & vibrant river valley, growing a sense of community, and protecting the legacy of the region that follows an amazing 100-year plan. Meewasin's successes could not be achieved without such a hardworking, adaptable and dedicated team. We are always looking for people who are committed to this legacy and want to apply their skills and expertise to make a difference now and for the future.

Meewasin is located on Treaty 6 Territory and the Homeland of the Métis. We humbly acknowledge the traditional caretakers of the land and honour the First Nations and Métis people of this place.

### General Accountability

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Reporting to the Design & Development Manager, the Horticulture Field Coordinator is an integral role to Meewasin. The incumbent has a prime responsibility to ensure that horticulture activities are delivered in alignment with the annual project plan, current strategic plan and 100-year concept plan. This position will supervise and participate in the execution of the horticulture program including seed collection, propagation, and planting of native plant species, resource management and landscape maintenance projects. Below is a list of specific accountabilities; this position will also support Meewasin initiatives with other duties as assigned.

### Specific Accountabilities

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#### 1. Horticulture Management & Quality Control

- Plan, prepare, maintain and report on plantings and planting sites, including location and species; source and grow native plants to support ecosystem functions.
- Assist with the development of project specific planting plans, including budget, schedule, staff and equipment needs.
- Maintain knowledge and implementation of best standards in nursery and greenhouse management.
- Lead the execution of landscape maintenance and planting projects, including operation of the Meewasin nursery.

- Lead the propagation, planting, establishment and care of native plants (wildflowers, grasses, aquatics, trees and shrubs) in nursery, urban parks and natural settings, including seed collection and proper storage.
- Monitor newly planted areas and assess success rate of stock and procedures.
- Recognize and monitor potential complications and be proactive in executing preventative actions.
- Assist with prescribed fire programs and targeted grazing with the resource management team, when required.
- Oversee and operate irrigation equipment and other mechanized equipment in the course of the horticulture work.

## **2. Administration & Coordination**

- Safeguard vehicles, tools, equipment and other property used in the projects undertaken by crews.
- Coordinate daily, weekly and seasonal activities for summer horticulture staff.
- Maintain an accurate inventory of nursery stock related to production and distribution.
- Effectively organize and supervise the operation of the nursery.
- Provide orientation, training, and coordination of coworkers, partners and volunteers who participate in horticulture projects.
- Manage relationships with key vendors.
- Maintain and manage accurate daily time records and field notes for each member of the crew.

## **3. Leadership Excellence**

- Lead, attend, present and engage internally and externally on boards, committees and working groups, where appropriate and required.
- Foster relationships and partnerships to support and enhance Meewasin's strategic priorities.
- Develop and adhere to annual business and work plans, budget and associated reporting including revenue and expenses annually to achieve department goals and objectives.
- Initiate or support requests for funding applications and corresponding reporting related to funding in alignment with departmental goals and objectives.
- Assist with strategic planning related to greenhouse, seed bank and nursery operations.
- Assist in recruitment, support retention, provide training, scheduling, evaluation and coaching to employees, where required.
- Respond to department specific media inquiries when required by CEO.
- Share skills and knowledge across organizational lines for effective delivery of Meewasin's strategic plans.

## Education and Experience

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Completion of grade twelve diploma or equivalent; related post-secondary education in horticulture is highly valued overall, however related biology, plant and/or soil science post-secondary education is considered an asset. A minimum of two years' experience as a professional gardener or in a nursery working directly with plant propagation is required. Knowledge and implementation of best standards in nursery and greenhouse management is required.

Knowledge and experience with native plant pruning, growing and propagation is required.

Knowledge and experience in the safe use of tools, equipment, herbicides, fertilizers and vehicles (including tractors and trailers) employed in landscape maintenance and construction is required. Experience in the application of horticulture knowledge in seed collection, planting plans, irrigation, plant husbandry, pruning, etc. is required. Knowledge and application of the Occupational Health and Safety regulations and policies is considered an asset. Supervisory experience is an asset. The position requires heavy lifting daily under 50lbs and frequently over 50lbs.

A satisfactory Criminal Record Check, including a vulnerable sector check, is required prior to appointment to the position.

A valid driver's license is required.

First Aid training is required.

Saskatchewan Pesticide Applicators License (landscape) will be required.

The incumbent must be available to work a flexible schedule, including weekends, early mornings and evenings as required. This position is required to complete demanding, outdoor, physical work in inclement weather.

## Required Competencies

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Meewasin has four core competencies that are common for all Meewasin positions and support the culture of this organization. They form the foundation of our recruitment tools and employee assessments:

### ***Communication (Leadership)***

Demonstrates an ability to communicate with clarity and impact in a wide variety of settings.

### ***Teamwork and Collaboration***

Demonstrates the ability to work cooperatively within a team, and with individuals throughout the organization, to achieve optimal results.

### ***Flexible and Adaptable***

Demonstrates an ability to adapt and thrive in an atmosphere of changing priorities and circumstances.

***Problem Solving and Decision Making***

Able to take action in solving problems while exhibiting judgement and a realistic understanding of issues; able to use reason even when dealing with emotional topics; review facts and weigh options.

In addition, the specific competencies for Meewasin's Horticulture Field Coordinator are:

***Coaching and Developing Others***

Demonstrates the ability to foster learning and development in others; accurately assess employee's interests, needs and capabilities then coach or support them as necessary.

***Planning and Goal Setting***

Establishes personal priorities and work plans adjusting as required to ensure alignment with overall departmental and organizational goals.

***Focus on Safety***

Demonstrates a commitment to safety in the workplace, including in one's own work, that of the team and that of the entire organization.

***Initiative***

Demonstrates taking action without being prompted to do so by others; complete tasks by removing barriers and locating necessary resources.

***Knowledge and Expertise***

Demonstrates proficiency in the knowledge and skills specific to the position and uses expertise to serve the objectives of both the department and organization as a whole.