

# Natural Yard Care Project Manager



## Garden Hotline Educational Resource Specialist

### Job Announcement

November 2025

**Job Title:** Natural Yard Care Project Manager – Garden Hotline Educational Resource Specialist

**Status:** Full Time / Non-Exempt / Project Manager

**Duration:** Permanent

**Reports To:** Natural Yard Care Program Director

**Location:** Wallingford Office, Field Work in Seattle Metro Area

## About Tilth Alliance

Tilth Alliance works in community with Washington farmers, gardeners and eaters to build a sustainable, healthy and equitable food future. Through our work we endeavor to promote and support the adoption of organic, regenerative, sustainable growing practices by farmers and gardeners throughout Washington; to make the food produced by these farmers and gardeners more accessible; and to inspire people to enjoy growing, cooking, and eating food that is both good for them, for their communities, and for the environment. The primary strategies we employ in this effort are advocacy, education and collaboration. Equity, inclusion and the promotion of a culture of anti-oppression are important outcomes expected of all the work we do.

## Job Responsibilities

Our Natural Yard Care Project Manager – Garden Hotline Educational Resource Specialist focuses on team support for our phone, email, chat, and outreach education work. A key part of the Garden Hotline team's work involves responding to gardening-related questions via phone and email. The Garden Hotline team engages with Seattle and King County residents through both virtual and in-person educational events, such as workshops, classes, and tabling at community events. A key part of this work involves responding to gardening-related questions via phone and email. The team also supports the Hazardous Waste Management Program in King County and the RainWise rebate program by assisting with resident inquiries and other waste management tasks supporting Seattle Public Utilities.

This position supports the management of educational materials needed to perform the work described above. This includes our Garden Hotline book library, online resource spreadsheet for Hazardous Waste information, brochure and flyer handouts used for outreach, and setting up demo materials to support in person outreach events.

This position is primarily in the Wallingford office in Seattle Monday - Friday. Daily work hours are 9 a.m.-5:30 p.m., unless outreach activities are scheduled for other times.

- Provide residents in Seattle and King County with information on plant care and selection, insect and animal plant pests, plant disease issues, IPM alternatives to pesticide use, weed management, urban food growing, soil building, soil biology, composting of yard debris and food scraps, use of compost and mulch, grass-cycling, natural lawn care, outdoor water conservation, home stormwater management, hazardous waste disposal, and RainWise rebate program information.
- Along with other team members, answer Garden Hotline phone, email, and walk-in, Hazardous Waste, and RainWise phone, email, or webchat questions from King County residents at the Good Shepherd Center in Wallingford.
- Reach out to the public in Seattle and King County through virtual and in-person educational workshops and presentations, garden tours, tabling at events, and other activities with community partners.
- Educational Resource Support - Focus on organization and maintenance of the Garden Hotline book library, outreach brochures and resource sheets drawers and shelving in the office and in the storage room, filling the public brochure areas in the main office and education room, updating online systems related to these supplies. Educational resource supplies need to be available when other team members pack for outreach events.
- Support tasks for the team also include updates to outreach tools needed for tabling and class activities including demonstration plants, soil and mulch samples, and updating library and tabling poster displays.
- Assist in other education activities of Tilth Alliance as needed.
- Support the development and success of all Tilth Alliance programs, attend staff meetings, participate in organizational equity work, support events, and other duties related to being a member of the Tilth Alliance staff
- Uphold Tilth Alliance's safety policies in all interactions while at work

## Required Skills

- Knowledge of Pacific Northwest gardening techniques, plants, pests and their management using sustainable practices, backyard composting and soil building techniques
- Demonstrated ability and success working with people from a variety of racial, cultural and economic backgrounds, with various lifestyles, from a variety of age groups, and varied sexual and gender orientations
- Strong verbal and written communication skills including social media experience
- Excellent customer service skills
- Strong computer, organizational and time management skills; proficient in Microsoft Office Suite applications.

- Excellent research skills, including use of internet search engines, wiki, and printed resources.
- Self-directed, able to work independently, cooperatively in a team and follow through on deadlines
- Have vehicle and be able to transport self and teaching materials to locations throughout the King County area (mileage is reimbursable).

## Desired Experience

The most competitive candidates will also have some of the following desired skills and qualifications

- Knowledge of waste management practices in the King County area including household hazardous waste disposal options.
- Stormwater management techniques and familiarity with the RainWise program.
- 2-4 years horticulture or environmental sciences program delivery, teaching, or field experience
- Associate or Bachelor's degree in a related field – horticulture, biology, botany, environmental sciences.
- Fluency in Spanish, Chinese, Vietnamese, or other foreign language.

## Benefits & Compensation

This is a full-time (40 hours/week) non-exempt position that requires occasional evening and weekend work. It is eligible for our benefits package that includes medical (75-80% employer paid), dental (95% employer paid), employee-funded Flexible Spending Account, 401k with employer match most years, 10 flexible holidays (employee-chosen), 10 sick days per year, 3 weeks paid vacation in years 1 and 2, 4 weeks in years 3 and 4, and 6 weeks in years 5+, employee discounts and produce shares, no cost for Tilth Alliance classes/workshops/conference attendance, and annual professional development stipend.

Compensation is \$24.00 per hour.

In line with our commitment to equity practices, the salary for this position has been carefully determined to reflect market standards and internal equity considerations. We value the skills and expertise that each candidate brings to the table, and we believe that our non-negotiable salary approach fosters a level playing field for all applicants. This practice aligns with our core values of transparency and fairness.

## To Apply

No phone calls please. Submit a letter of interest and resume outlining 1) your experience with the qualifications listed above and 2) why you are interested in this position. Email all materials to [HR@tilthalliance.org](mailto:HR@tilthalliance.org) with the subject **"Natural Yard Care Project Manager – Garden Hotline Educational Resources"**.

This position is open until filled.

The job description does not constitute a written or implied contract of employment. Tilth Alliance reserves the right to revise or change job duties and responsibilities as the need arises. Requirements are representative of the minimum levels of knowledge, skill and experience required.

Tilth Alliance is proud to be an equal opportunity workplace dedicated to cultivating a diverse and inclusive work environment. We believe that diversity is essential to achieving our mission. Tilth Alliance is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law. Women, people of color, and individuals from under-represented communities are strongly encouraged to apply.