



**NORTH
BROOKLYN
PARKS
ALLIANCE**

POSITION DESCRIPTION: Under the K Bridge Park - Nursery Manager

POSTED: January 27, 2025

APPLICATION DEADLINE: February 28, 2025

Start Date: April 1, 2025

OVERVIEW

North Brooklyn Parks Alliance (NBK Parks)—the non-profit conservancy for parks and open spaces in Greenpoint & Williamsburg—is currently seeking motivated and energetic individuals to join a dedicated team working together to ensure that Under the K Bridge Park (UTK) and other local green spaces are thriving for the benefit of all North Brooklyn communities. Founded in 2003 as the Open Space Alliance, the North Brooklyn Parks Alliance’s mission is to create an equitable, accessible, and vibrant parks system in North Brooklyn.

POSITION SUMMARY

The UTK Nursery Manager is a new role responsible for overseeing the maintenance and daily operation of the Under the K Native Nursery. Under the K Bridge Park (UTK) is a 7-acre park under the Kosciuszko Bridge that opened in 2021. UTK houses the 8,000 sq ft Under the K Native Nursery founded by NBK Parks in the winter of 2022 to provide native and other valuable plants to the parks and open spaces NBK Parks serves.

During its first season in 2023, the native nursery produced 6,000 plants across 25 species. In 2024, the nursery grew over 12,000 plants from seed across 50 plant species, representing an expansion and investment in its future. The 2025 season is on track to produce a similar quantity of plants with greater species diversity. This role manages the planning, scheduling, propagating, transplanting, and maintenance of all annual, perennial, and woody plant materials as determined in collaboration with the Director of Horticulture and Stewardship. This role is critical to furthering our mission to provide equitable access to thriving parks across all North Brooklyn Parks and open spaces; the majority of plants grown in our nursery are meant to support vibrant native and novel ecosystems across the neighborhoods of Greenpoint and Williamsburg.

Leadership and Management:

- Supervise two full-time and seasonal Nursery Technicians, including scheduling, training and development, and daily work assignments, as well as performance oversight and reviews.

- Report to the Director of Horticulture and Stewardship to identify staffing and operational needs, and work together to manage seed procurement, processing, inventory, and storage

Maintenance and Operations:

- Monitor growing conditions and take appropriate action to protect nursery stock, paying attention to adverse weather conditions and plant health and resilience
- Maintain working irrigation systems within the nursery to ensure the survival of all species
- Maintain and manage nursery equipment

Planning and Resource Management:

- With the Director of Horticulture and Stewardship, develop and manage a nursery budget, including forecasting costs, monitoring expenditures, and seeking cost-saving measures
- Procure and manage contracts for services, supplies, tools, and equipment related to the nursery
- Sourcing of plant production materials, including but not limited to soil, compost, and other soil amendments, pots, flats, landscaping fabrics, etc.
- Coordinate seasonal nursery activities

Compliance and Reporting

- Accurately track all plants in the nursery, including germination of seedlings, plant stock movement into and out of the nursery, and species reserved for long-term growth within the nursery
- Support the creation of a nursery marketplace to enable the efficient distribution of nursery stock – whether for sale, donation or other

Community Engagement:

- Acts as ambassador for the mission and work of the North Brooklyn Parks Alliance
- Oversees the work of volunteers, fellows, and interns in relation to the needs of the nursery, collaborating with Civic Corps Members, Horticultural Fellowships, and Garden Club events as needed

QUALIFICATIONS

- Minimum of five (5) years experience in a management position, with a background in park landscaping, nursery, greenhouse
- Able to perform physical labor during a full shift, including the ability to lift 50 lbs, frequent bending and squatting, standing/walking for extended periods, etc.
- Able to work in all weather conditions, including cold/hot temperatures, rain, wind, and snow
- Able to work independently and problem-solve as needed
- Strong attention to detail and a commitment to quality work



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- Considerable knowledge of the materials, equipment, and procedures involved with park maintenance
- Experience using power tools and equipment safely and effectively
- Regular and predictable attendance is an essential function of this position
- Excellent computer skills and ability to work with all necessary software including, G-Suite programs, Whatsapp, Homebase Payroll, Monday.com, Apple/Mac iOS
- Able to work in a dynamic and fast-changing work environment; flexible and willing to adjust to situations as they occur
- Must have a smartphone
- Must have a valid New York driver's license during time of employment
- Experience using heavy machinery, including skid steers, forklifts, boom lifts, a plus

COMPENSATION AND HOURS

This is a full-time annual position working approximately 40 hours per week Monday through Friday, with occasional Saturdays or Sundays. The salary range for the Nursery Manager is \$55,000-\$60,000, commensurate with experience.

TO APPLY

Applications will be reviewed on a rolling basis, and accepted no later than February 28, 2025.

Qualified candidates should submit a cover letter and resume (as one PDF document) via email with "2025 NURSERY MANAGER" as the subject line to jobs@nbkparcs.org. We will contact only those individuals whose applications are being considered.

ABOUT NBK PARKS

North Brooklyn Parks Alliance (NBK Parks), formerly known as Open Space Alliance, was founded 20 years ago, in 2003. The organization is dedicated to fostering a vibrant and equitable network of parks and open spaces in Greenpoint and Williamsburg. nbkparcs.org / [@nbkparcs](https://www.instagram.com/nbkparcs)

ABOUT UNDER THE K

Under the K Bridge Park is located under the Kosciuszko Bridge in Greenpoint, Brooklyn. When Under the K opened in 2021, it transformed seven acres of formerly underutilized land in Greenpoint's Industrial Business Zone into a space where culture and nature can thrive together. The North Brooklyn Parks Alliance program and maintain the park through an agreement with the New York State Department of Transportation. [@underthek](https://www.instagram.com/underthek)

North Brooklyn Parks Alliance is an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. NBKParks is committed to building a culturally diverse community and strongly encourages applications from candidates from underrepresented communities.