



# Horticultural Assistant

## 5 Month Contract

### Reporting to the Natural Heritage Manager

## Black Oak Savanna

**5 Month Contract**  
**FULL-TIME @ 35 HOURS**  
**PER WEEK**

#### Normal Work Hours:

Monday – Thursday:  
 7:15am to 3:30pm  
 &  
 Friday:  
 7:15am to 12:15pm




***Flexing of work  
 schedule  
 expected.***

#### **Salary:**

Start Rate - **\$21.37 to  
 \$23.17 per hour\***

\*While Alderville First  
 Nation Salary Grid will  
 apply – **start rate will be  
 commensurate with  
 experience.**

#### **Benefits:**

-  Vacation Pay with each Pay.
-  Paid Statutory Holidays!
-  Paid Sick Leave!



#### **JOB SUMMARY:**

The Alderville Black Oak Savanna (BOS) is a significant grassland, Ontario ecological research, restoration, and outreach centre within the Rice Lake Plains. The **Horticulture Assistant** supports Mitigomin Native Plant Nursery (MNPN) initiatives focused on horticultural botany related to grassland restoration and outreach on Alderville First Nation Lands.

#### **KEY JOB FUNCTIONS:**

- Assist the MNPN Nursery Coordinator with the germination and propagation of native Ontario plants, focusing on Tallgrass species.
- Oversee regular maintenance of a 2-acre Interpretive Gitigaan Garden, including tasks such as weeding, watering, and transplanting.
- Ensure consistent watering and care of MNPN plants.
- Support Education & Outreach events, including garden installations and planting days, in collaboration with partner organizations.
- Aid in seed collection efforts led by Alderville BOS.
- Collaborate effectively within a team environment, following guidance from colleagues and supervisors.
- Demonstrate professional experience in problem-solving and working independently to address challenges in plant care and restoration activities.

#### **MINIMUM QUALIFICATIONS:**

##### *Minimum schooling:*

- Post-secondary education in horticulture, botany, biology, and/or environmental studies/science.
- Minimum of 1 year of experience working within the horticulture or environmental field (Ecology, Natural Resource Sciences, Natural Areas Management, Landscaping or Horticulture).

##### *Minimum requirements:*

- Valid G Class driver's license and \$1M liability insurance.
- CPIC applicable to position upon conditional offer.

##### *Specialization Required:*

- Excellent physical fitness, with the ability to repeatedly lift, push, and pull up to 50 pounds, and work in extreme weather conditions for extended periods.
- Proficient in identifying Tallgrass species.
- Proficient in using everyday software such as MS Office Suite and G Suite.

##### *Considered an Asset:*

- Knowledge of Alderville First Nation history.
- Experience operating ATVs, UTVs, snowmobiles, chainsaws, trimmers, mowers, and other related equipment, with relevant certifications.
- Demonstrated initiative and the ability to take on leadership roles when needed.

**PREFERRED EXPERIENCE:**

- Experience working in a Nursery and/or Garden setting.
- Experience planting, trees, shrubs, native plants and/or gardening/landscaping.
- Familiarity with common Nursery/Garden tools and equipment (trimmers, pruners, watering systems, etc.).
- The ability to work independently, self-motivated, responsible, mature, trustworthy and energetic and can adapt to a changing work environment.
- Experience with prescription burns.

***\*\* For full job description, contact Human Resources\*\****

**DEADLINE TO APPLY: *Tuesday, April 15<sup>th</sup>, 2025.***

**HOW TO APPLY:** Applications must include a cover letter, current resume and three work-related references (name, phone #, email address of former Supervisors) and/or letters of reference).

**HOW TO CONTACT:** Human Resources Recruitment  
Phone: 905-352-2011 ext. 217  
Email: [humanresources@alderville.ca](mailto:humanresources@alderville.ca)

***Note:***

Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted.

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

*Chief & Council retain the right to make the final decision on the selection of the successful candidate.*

ALDERVILLE  
Black Oak Savanna