



## Seed Warehouse Crew Lead

The Eastern Nevada Landscape Coalition (ENLC), based in Ely, NV, is a 501(c)(3) non-profit organization dedicated to the advancement of environmental conservation through projects, research, education, and partnerships throughout the arid and semi-arid West.

The Eastern Nevada Landscape Coalition (ENLC) is hiring one (1) Seed Warehouse Crew Lead to conduct seed mixing and inventory maintenance activities on behalf of the Bureau of Land Management (BLM). This project is funded through a Cooperative Agreement between the BLM and ENLC. Crew Lead will be responsible for overseeing and working alongside two technicians conducting a variety of tasks including seed mixing and organization, use of hand tools and machinery, communication with customers, general maintenance, and more. The crew lead will also be responsible for ensuring that there is communication between the field crew and the ecologist, they will assist in data reporting, year-end reports, and other deliverables. The positions will be based out of our headquarters in Ely, NV, and the work will take place at the Ely Regional Seed Warehouse.

The Seed Warehouse Crew Lead will encounter a variety of opportunities for professional development, including crew leadership, working on a diverse team in a dynamic environment, overcoming challenges of working in a warehouse setting, using a variety of tools and skill sets, and the ability to effectively support the success of a mission-driven non-profit organization. This exciting role contributes to ENLC's significant positive impacts within the fields of environmental research, education, and conservation.

### SEED WAREHOUSE LEAD DUTIES:

- Effectively lead and oversee 2 technicians
- Communication and logistics coordination with BLM staff, ENLC Ecologist, and technicians
- Assists with data reporting, year-end reporting, and other deliverables
- Assists with the maintenance of warehouse inventory of goods (seed), including tracking, moving, and physical inventory checks.
- Ensures the proper storage, care, transportation, and handling of seed within the warehouse system.
- Operates specialized warehouse equipment for the movement of goods including forklifts, pallet jacks, shrink wrappers, mixers, trailers, and other equipment.
- Organizes seed species for seed mixing, ensuring all components are accounted for and tracked.
- Bags and stacks seed on pallets and prepares for shipment using bag sewers, pallet wrappers, and forklifts.
- Labels pallets appropriately with contents, including seed type, lot number, mix components, etc.
- Uses computer software to track movement and maintain inventory of seed.
- Samples seed following established guidelines and submits samples for testing at certified laboratories.
- Understands and is able to implement OSHA safety standards during warehouse operations.
- Works with field customers to fill seed requests and coordinate seed shipment.
- Maintains cleanliness of warehouse and ware yard, which may include operation of weed mowers, shovels, rakes, or other hand tools.
- Maintains tools and equipment, following proper procedure and/or manufacturer guidelines.

**EDUCATION/EXPERIENCE:** High School Diploma or Equivalent and/or currently in High School on path to graduate in 2 years or less. Applicants must be 18 years or older. Experience in seed mixing or warehousing is preferred, but not necessary. Applicants must have the ability to perform arduous physical labor, both inside and outside, consistently handling items weighing as much as 50 LBS in a dynamic work environment which can be loud, dusty, and in hot/cold temperatures. Experience operating a wide range of tools such as hand tools, cutting tools, pallet jacks, forklifts,

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wrapping machines, seed mixers, or equivalent type equipment. Ability to work cooperatively in a team environment with a crew of 3-10 people.

**WAGE AND BENEFITS:** \$28/hour. Benefits include a \$200 monthly health insurance allowance and a weekly \$75 housing allowance, and eligibility to Pro Deals, such as Outdoor ProLink.

**SCHEDULE:** This position runs from early/mid-June to mid-November 2024, with 40-hour work weeks. However, a flexible schedule may be considered for candidates who are still in school. Successful candidates are responsible for their own housing while working on this project.

**ABOUT THE AREA:** Nestled in the heart of eastern Nevada's Great Basin, ENLC is headquartered in Ely, NV. While the area is remote and sparsely populated, eastern Nevada has incredible outdoor recreation opportunities for the adventurous, including over 700,000 acres of Designated Wilderness. Hiking, backpacking, mountain biking, rock climbing, backcountry skiing, disc golfing, fishing and hunting are a small sampling of the area's outdoor activities. Over 90% of the county is publicly owned. This includes lands managed by the BLM, USFS, and the NPS. Great Basin National Park is an hour from Ely, providing spectacular hikes, vistas, and camping retreats from 6,200 to 13,159ft, the summit of Mt. Wheeler (the tallest peak in the area). BARNM is a vast and rugged landscape that redefines our notions of distance and space where opportunities for solitude abound. No matter your preferred outdoor activity, eastern Nevada has something for everyone.

**HOW TO APPLY:** Applicants should email a cover letter, resume, and contact information for at least 3 references to Kelsey Ekholm at [kekholm@envlc.org](mailto:kekholm@envlc.org). Please write "Seed Warehouse Crew Lead" in the email subject line and state where you found the job announcement (i.e., job board, ENLC website, word of mouth, etc.). This position is open until filled and the applicant review and interview process will begin immediately. Visit <http://www.envlc.org/> for more information or contact Kelsey if you have questions.