Native Seeds/SEARCH is seeking a Seed Distribution Coordinator to join our team in Tucson. This role serves both the Conservation and Distribution departments by preparing seeds for access by farmers and gardeners. This is a full-time, regular, non-exempt hourly paid position with benefits, based at the Native Seeds/SEARCH Conservation Center.

Native Seeds/SEARCH is a non-profit that conserves and promotes the food and farming traditions of the Southwest desert. Our collection of dryland open-pollinated seeds has cultural roots in over 50 indigenous and other communities. The focus of this position is to work closely with the Collections Curator on the management, inventory, and distribution of seeds. The ideal candidate should be highly skilled in inventory management, detail-oriented, organized, and excited about managing and working with volunteers. The Seed Distribution Coordinator will work closely with both Native Seeds/SEARCH Conservation and Distribution staff and will report directly to the Collections Curator.

**Responsibilities of the Seed Distribution Coordinator**

**Seed Distributions Management**

- Determine weekly seed-packing needs based on current inventory and projected demand for a diverse set of hundreds of crop varieties.
- Assist in maintaining accurate inventory of seed packets and organize printing of seed packets as needed.
- Ensure that packed seeds are received in their appropriate locations (store, mail order, wholesale, special projects).
- Enter and manage data associated with seed distribution in a custom database.
- Order seeds and supplies related to seed distribution.
- Innovate and streamline operations wherever possible to improve the effectiveness and efficiency of NS/S distribution activities.

**Seed Conservation Management**

- Coordinate with the Conservation Program Manager and Collections Curator to ensure appropriate quality of distributed seed lots, grow out needs, and germination needs.
- Help maintain and improve cleanliness, safety and organization of Seed Bank and the Seed Lab.
- Coordinate with the Collections Curator in the production of the annual Seedlisting publication.
- Assist organization in outreach and educational events.
- Attend all relevant meetings, including staff and Conservation team meetings as needed.

**Volunteer Management and Coordination**

- Supervise seed packing by volunteers.
- Assist in the supervision and coordination of seed germination and seed processing activities by volunteers with the Collections Curator.
- Orient new seed packing/processing volunteers to Conservation Center building and volunteer tasks.
- Any other duties as assigned.
**Required Qualifications**

- Educational level - minimum 2 years of college or equivalent experience.
- Attention to detail, organization, and good time management skills.
- At least two years of experience working in inventory management and demonstrated ability to maintain an inventory management system.
- Experience with data entry and database management.
- Experience managing or working with volunteers and coordinating with staff or teams.
- Interest in farming, gardening, seed saving, food security, and food sovereignty.
- Valid Driver’s License with paid insurance and reliable transportation.

**Preferred Qualifications**

- Knowledge or experience working with or for Southwest tribes.
- Bi-Lingual - English & Spanish languages.

**To Apply**

- Salary range: $15.00-17.00 per hour. Native Seeds/SEARCH is an equal opportunity employer. Non local candidates are encouraged to apply; however, we have only limited ability to cover relocation expenses. Please submit a cover letter, CV and three professional references to: employment@nativeseeds.org.