



Assistant Cemetery Manager Job Description

Title: Assistant Cemetery Manager

Reports to: Cemetery Manager (Mary Ann Perry)

Hourly: Thursday thru Sunday (4 days/week) 20-25 hours/week

Location: Willow Witt Ranch, 658 Shale City Road, Ashland, OR

Regular Pay: Hourly, Non-Exempt \$23-25/hour (DOE) (Grave Digging and Burials \$30.00/hr)

Who You Are

Are you interested in land conservation and education? Have you ever considered death work as an occupation? Do you have experience working in hospice, with grieving people or end-of-life planning? Do you have experience as a celebrant, public speaker, tour guide or educator? Are you digitally savvy and understand the basic mechanisms of digital marketing and social media? If you answered yes to half or more of these questions, we encourage you to keep reading and apply.

Organization Overview

The Forest Conservation Burial Ground provides a space to reconnect our experience of life and death with land conservation. The burial ground is located at Willow-Witt Ranch, 30 minutes from downtown Ashland, at 5000 ft in the Cascade Siskiyou National Monument. In addition to the conservation burial cemetery, this 445-acre property – stewarded for conservation and ecosystem health since 1985 – features a campground & event space, farm stay accommodations, a certified organic farm, a pet cemetery, and working forests. The land is also home to The Crest, an educational nonprofit cultivating the connection between people and nature through Outdoor School, school field trips and summer camp programs. All of our initiatives and businesses share a commitment to environmental stewardship and education.

Position Summary

The Assistant Cemetery Manager will share responsibility for all aspects of burial coordination, plot sales, community education & outreach and records management. Candidates should have a demonstrated interest in natural burial or conservation with prior experience in end-of-life planning or death-oriented work. In this dynamic and rewarding position you will make a difference to individuals and families in our community.

The Assistant Cemetery Manager reports directly to the Cemetery Manager who will train and support this employee in all aspects of operating The Forest Conservation Burial Ground. This position offers direct guidance to the farm hands (grave-diggers) in relevant areas such as grave preparation, ceremony set up, plot marker installations, and grave tending.

Core accountabilities

- Sales & Customer Relationships: Responds to inquiries, conduct private and group tours, complete pre-need and at-need sales.
- Coordinate with families for burials, stone placements and reunions. Lead and support burials.
- Continuing Education: Outreach to the local community through events and education initiatives. Schedule, advertise and attend events held at the cemetery.
- Coordination with farm hand staff for burials, events, and cemetery maintenance and upkeep.

- Marketing: With the guidance of the Cemetery Manager, create compelling marketing content to connect with and grow our community through social media, quarterly newsletters, and radio and print campaigns.
- Records administration: keep meticulous digital and hard copy records throughout the sales cycle ensuring compliance and client satisfaction.
- Bookkeeping administration: an eye for detail, ensuring payments are processed accurately using Quickbooks and trust accounting software.
- Burial ground maintenance and grave tending: plot location, weeding, and weed-whacking
- Optional: Grave-digging

Qualifications

- Demonstrated interest in death work and natural burial.
- Experience and enthusiasm for environmentalism, conservation and land management
- Ability to work easily and comfortably with people of all beliefs and backgrounds during difficult times.
- Excellent oral and written communication skills with a high degree of professionalism.
- Meticulous attention to detail at all levels of work, with a high degree of accuracy.
- Flexibility to adjust to changing demands; demonstrate ability to manage multiple projects simultaneously in a fast-paced environment with little direct supervision.
- Experience maintaining a database or CRM
- Experience with HP & Mac computers, Microsoft Office Suite, Google products, and social media platforms including Facebook and Instagram
- Ability to create branded marketing materials.
- This position requires the physical ability to use stairs, operate typical office equipment such as phone, computers, and printers, sit at a desk for extended periods of time, and occasional assistance in the upkeep of the cemetery. This position requires lifting of up to 50 pounds. Participation in grave-digging is optional.
- Ability to flex schedule to meet the needs of our clients.

Benefit Overview

- \$100 Monthly healthcare benefit (reimbursement fund) to offset medical expenses
- Workers Compensation
- Paid Time Off (Up to 40 hours 1st year, up to 120 hours second year)
- Paid Sick Time (Up to 40 hours each year)
- Employer Match Retirement Fund
- Organic Eggs, Milk and Produce from Willow-Witt Ranch
- Burial Plot Interment Right after 3 full-time years (or equivalent) of employment

Work Hours and Requirements

- Typical work weeks are Thursday thru Sunday, 5-hour days, with variations according to organizational needs. Flexible scheduling is required.
- This position requires outside work and exposure to extremes of weather and nature. Inclement weather may present challenges that require flexibility of plans.

To Apply: Visit the “Join our Team” Page at theforestconservationburial.org for application form link. Applications are open until August 8th, 2025