

American Forest Foundation
POSITION DESCRIPTION:
PROGRAM COORDINATOR - AMERICAN TREE FARM SYSTEM

Description

The Program Coordinator will provide administrative, logistical and organizational support to the American Tree Farm System working under supervision of the Senior VP for Forestry Programs to implement certification and outreach and education programs.

Specific Duties

1. **State Committee Inquiries and Fulfillment** – general program inquiries, form requests, billing oversight, pass-through and grant funding correspondence, and other requests.
2. **General Inquiries** – such as how to become a Tree Farmer, how to order TF signs, copies of magazine articles/back issues, other publications, and other general questions.
3. **File Organization** – develop an audit-ready comprehensive filing system.
4. **Training Program Support** – process orders for training manuals, coordinate manual printing, reproduce training CDs, label, package and mail CDs, prepare and mail certificates.
5. **Volunteer Recruitment Support** – assist with direct mail campaigns, solicit mailing labels, coordinate mailings, and follow-up with positive responses.
6. **Convention Support** – assist with convention registration, process thank-you letters to sponsors.
7. **Program Recognition & Awards** – ensure timely ordering and delivery of state Tree Farmer of the Year and hardhat awards, assist with co-sponsor and state forester recognition.
8. **Meeting Organization Support** – assist with preparations for national leadership and operating committee meetings.
9. **Database Support** – process data for mailings and printings and provide support for database users, assist with development of user's manual
10. **Other Duties As Assigned**

Qualifications

Bachelor's degree - forestry or natural resources-related discipline preferred. Familiarity with Tree Farm a plus.

The successful candidate will...

- be energetic and task-oriented
- have a strong work ethic and the ability to manage multiple tasks efficiently and effectively, with attention to detail
- have excellent verbal and written communications skills, as the position requires interaction with an extensive network of program constituents - including Tree Farmers, foresters, industry and agency representatives - a friendly, helpful voice on the phone is essential
- possess strong organizational skills
- be proficient in the use of MS Word, Excel, Power Point and Access
- have a positive, can-do attitude

Please send cover letter, resume, transcript, and list of references before Dec. 15, 2005 to:

American Forest Foundation, Attn: American Tree Farm System, 1111 19th St. NW, Suite 780, Washington, DC 20036 OR Fax to (202) 463-2461.

An active Equal Opportunity Employer M/F/D/V, AFF welcomes men and women regardless of race, color, national origin, religion, age, sex, or disability.