

Forest Trends Program Administrative Associate

Summary:

Forest Trends is an international non-profit organization that works to expand the value of forests to society; to promote sustainable forest management and conservation by creating and capturing market values for ecosystem services; to support innovative projects and companies that are developing these new markets; and to enhance the livelihoods of local communities living in and around those forests. We analyze strategic market and policy issues, catalyze connections between forward-looking producers, communities and investors, and develop new financial tools to help markets work for conservation and people.

Forest Trends is seeking a Program Administrative Associate to work across three of our programs. The Program Administrative Associate will support the activities of the Communities & Markets Program, the Business and Biodiversity Offsets Program (BBOP), and the Tropical America Katoomba Group. For more information on Forest Trends and these programs, please visit www.forest-trends.org and www.katoombagroup.org.

Roles and Responsibilities:

- Website content management, including uploading and entering new resources
- Newsletter coordination, editing, formatting and uploading
- Administrative management of agreements, contracts and invoicing
- Support in proposal writing and reporting on grants
- General program administrative support
- Logistical support for program meetings

Qualifications:

- Excellent analytical, writing, research, organizational and time management skills
- A strong interest in and ability to organize and clearly communicate information
- Undergraduate degree in related field
- Previous experience and interest in working with community groups
- The ability to work independently and with a team
- Good working knowledge of Microsoft Office
- Fluency in Spanish required, knowledge of Portuguese a plus
- Web-design skills are a plus

Location: Washington, DC

Salary: Negotiable, includes a generous benefits package

To apply, please send a resume and cover letter to Rachel Miller at rmiller@forest-trends.org by April 22, 2008.