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Program Associate Tropical America Katoomba Group

The Katoomba Group is an international network of individuals working to promote, and improve capacity related to, markets and payments for ecosystem services (PES). The Group serves as a forum for the exchange of ideas and strategic information about ecosystem service transactions and markets, as well as site for collaboration between practitioners on PES projects and programs. See <http://www.katoombagroup.org/> for more details.

The Tropical America regional Katoomba Group focuses on strengthening multi sector participation in Payment for Ecosystem Services in the countries of Latin America, as well as facilitating participation from the region in important international topics and events. We foster sharing of the experience and knowledge of Katoomba partners in the aim to improve the use of PES via our initiatives, meetings and activities, including:

1. supporting project developers and investors in PES via our Katoomba Ecosystem Services Incubator
2. addressing public sector actions and private contracting needs via guidance on PES related programs, laws and institutionality in Latin America
3. forging development and use of innovative methodologies and PES models

The TAKG seeks to fill a full time position working in this dynamic and growing program of work in Latin America beginning on or around May 5th.

Qualifications:

- Masters degree preferred or undergraduate degree with demonstrated 3-5 years of related experience
- experience and interest in natural resource management issues in Latin America required
- multilingual in Spanish (Portuguese a plus)
- strong writing, organizational and project management experience
- driven self starter
- strong networking and interpersonal skills

Major tasks of the Program Associate include:

- Helping strengthen Katoomba network dynamics via regular communications and interactions with TAKG members and consistent updating of member PES activities throughout the region.
- Analysis and synthesis of PES experiences to contribute to the writing and editing of a set of capacity building materials on governance, institutionality and project development in PES. Coordinating and writing content of Network newsletters and announcements.
- Management of and further development of Katoomba Group website and outreach efforts, including linkages with Portuguese and Spanish sister sites.
- Development and support in management of grant proposals and reporting. Monitoring and Evaluation of Network impact, outputs, and progress.
- Event and meeting development and logistics support.
- With aid of administrative assistant, manage agreements, contracts and expense reimbursement processing with projects and technical experts.

Please provide a cover letter and curriculum vitae to Rachel Miller: rmiller@forest-trends.org
Closing date: **April 22nd, preferably 4/17/2008**