



### **Program Associate, Tropical America Katoomba Group (full-time, Washington DC)**

The Tropical America Katoomba Group (TAKG) is seeking a Program Associate to support its work to promote ecosystem services markets and transactions in Latin America. An initiative of Forest Trends, the Katoomba Group works to promote and improve capacity related to markets and transactions for carbon, water, and biodiversity services. For more about the Katoomba Group and its initiatives, see: [www.katoombagroup.org](http://www.katoombagroup.org). The Program Associate will report to the TAKG Associate Manager. This full-time, permanent position will be based in Washington, DC.

### **Roles and Responsibilities**

The Program Associate will support the work of the TAKG Associate Manager and the Global Katoomba Incubator Manager. Key responsibilities include:

- Helping to strengthen the Katoomba network via regular communication, updates, and interactions with members. Coordinating and writing content of quarterly newsletter and announcements
- Management and development of the Katoomba Group website and outreach efforts, including online working/discussion groups and links with Spanish sister sites
- Support in management of grant proposals and reporting to raise funds for program activities
- Logistics support for event and meeting development
- Support with contracts and expense reimbursement processing for projects and technical experts

### **Qualifications**

We're seeking candidates with:

- Master's degree OR undergraduate degree with relevant experience
- Multilingual Spanish ability (Portuguese a plus)
- Interest and experience in Latin American natural resource management issues
- Strong administrative skills and attention to detail
- Excellent analytical, writing, and information management skills
- Strong interest in and ability to organize and clearly communicate information
- Good working knowledge of Microsoft Word, Outlook, and Excel
- Basic html and web content management skills a plus
- Ability to work independently and with a team

Please send cover letter and curriculum vitae to Hannah Murray at [hmurray@forest-trends.org](mailto:hmurray@forest-trends.org) by December 10, 2008.