



POSITION ANNOUNCEMENT

Title: Chain-of-Custody Associate, US Region, SmartWood Program
Reports to: Chain-of-Custody Coordinator, US Region, SmartWood Program
Location: Portland, OR

The **Rainforest Alliance** (RA) is an international nonprofit organization that works to conserve biodiversity and ensure sustainable livelihoods by transforming land-use practices, business practices and consumer behavior. Based in New York City, with offices throughout the United States and worldwide, the Rainforest Alliance works with people whose livelihoods depend on the land, helping them transform the way they grow food, harvest wood and host travelers.

SmartWood (SW) is a program of the Rainforest Alliance created in 1989; it is the oldest global forestry certification program and has been accredited by the internationally recognized Forest Stewardship Council (FSC). SmartWood's mission is to promote the implementation of sustainable forestry worldwide. To accomplish this, SmartWood provides forest management and chain of custody certification services. Chain-of-Custody (CoC) certification verifies the flow of certified forest products through the supply chain, from the forest to the point of sale, assuring consumers and forest product companies that the wood they buy comes from certified forests.

Position Summary:

The CoC Associate will coordinate and manage the execution of SmartWood CoC certification services for a subset of new and existing SmartWood clients in the US. S/he will be directly involved in all aspects of CoC certification assessments and audits including scheduling, project management, customer service, management of contract auditors and quality control. The CoC Associate will also be expected to participate in projects as an auditor.

Responsibilities:

- Under supervision of the CoC Coordinator, manage the execution of chain of custody assessments and audits in the US to include budgeting, service contracts, team identification, logistical planning, support to consultants, report review, liaison with clients and finalize reports for approval;
- Develop and implement annual audit schedules and ensure timely and efficient completion of annual audits;
- Act as auditor on selected assessments and audits;
- Ensure efficiency, quality control and adherence to SW technical and administration certification protocols for all jobs directly under his/her responsibilities;
- Recruit, train and manage qualified consultants and assessors;
- In coordination with the CoC Coordinator, provide customer service to current and potential SW clients to include, but is not limited to, providing information about certification, guidance on interpretation of certification standards and logo use;
- Develop strong expertise in SmartWood and FSC chain of custody policies and protocols;
- Act as primary point of contact in CoC client correspondence and responding to inquiries relating to chain of custody certification;
- Cooperate with and support other SW staff in the execution and coordination of CoC client recruitment, assessments and audits and other SW projects;
- Provide monthly expense and progress reports to the CoC Coordinator;
- Provide input for SW policy development and technical improvements to the certification system;

- Give presentations and attend meetings, as needed, to promote SW and FSC certification;
- Contribute to developing client recruitment strategies; and
- Other duties as assigned.

Qualifications:

- Bachelor's degree required, concentration in Forest Products, Forestry, Natural Resource Management or related field preferred;
- Minimum of 2-3 years work experience, preferably in forest product industry, forestry, paper and print industry or related field;
- Environmental management system auditor training experience preferred;
- Knowledge of SW Certification and/or FSC certification a plus;
- Strong word processing, databases, spreadsheets and presentation skills;
- Strong organizational and multi-tasking skills and attention to detail;
- Strong verbal and written communication skills;
- Strong customer service skills;
- Ability to work independently and as part of a team; and
- Willingness to travel up to 20% of the time.

Salary:

Commensurate with experience. Competitive benefits package provided.

To apply:

Send resume, cover letter and salary history to Human Resources, Rainforest Alliance, 665 Broadway, Suite 500, New York, NY 10012. Fax: 212-677-2187. E-mail: Personnel@ra.org.

The Rainforest Alliance is an equal opportunity employer.