



POSITION ANNOUNCEMENT

Title: Chain-of-Custody Coordinator, US Region, SmartWood Program
Reports to: Chain-of-Custody Manager, 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:

Under the Supervision of the Chain-of-Custody Manager, the Chain-of-Custody Coordinator will coordinate the execution of SW CoC certification services for new and existing SW clients in the West Region. S/he will be directly involved in all aspects of CoC certification assessments and audits including scheduling, project management, customer service, consultant management and quality control. S/he will mentor staff to ensure that SW has capacity to grow. S/he will be responsible for ensuring timely completion of audits and assessments for a defined portfolio.

Responsibilities:

- With guidance from the CoC Manager, provide essential leadership in the execution of CoC assessments and audits in the US including development and implementation of annual audit schedules and ensuring timely and efficient completion of assessments;
- Ensure efficiency, quality control and adherence to SW technical and administration certification protocols for all jobs directly under his/her responsibilities;
- Provide guidance and mentoring to staff as it relates to CoC processes and procedures;
- Serve as project manager for a subset of CoC assessments and audits to include budgeting, service contracts, team identification, logistical planning, support to consultants, report review, liaise with clients and finalize reports for approval;
- Perform report reviews for CoC audits and assessments as needed throughout the US Region;
- Serve as lead auditor on selected assessments and audits;
- Provide customer service to current and potential SW clients to include, but not limited to, providing information about certification, market linkages, guidance on the certification process and marketing and respond to inquiries relating to CoC certification;
- Develop strong expertise in SW and FSC CoC policies and protocols;

- Serve as primary point of contact for clients and potential clients and work with other U.S. Region team members and SW personnel in achieving SW objectives;
- Cooperate with and support other SW staff in the execution and coordination of CoC client recruitment, assessments, audits and other SW projects;
- Provide periodic progress reports to the CoC Manager;
- Provide input for SW policy development and technical improvements to the certification system;
- Conduct presentations and attend meetings, as needed, to promote SW and FSC certification; and
- Other duties as assigned.

Qualifications:

- Bachelor's Degree required, preferably in Forest Products, Forestry, Natural Resource Management or related field;
- Minimum of 3-5 years work experience, preferably in with a Project Management focus;
- Supervisory experience preferred;
- Knowledge of SW Certification and/or FSC certification preferred;
- Environmental management system auditor training experience a plus;
- Experience in training and mentoring;
- Strong organizational, multi-tasking skills and attention to detail;
- Strong verbal and written communication skills;
- Strong customer service skills;
- Strong computer skills (word processing, databases, spreadsheets) and presentation 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.