



POSITION ANNOUNCEMENT

Title: Forest Management Associate, US Region, SmartWood Program
Reports to: Forestry Technical Coordinator, US Region, SmartWood Program
Location: Northfield, MN (preferred), or Richmond, VT

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 Forest Management (FM) Associate will coordinate and manage the execution of SW FM certification services for new and existing SW clients in the US. S/he will be directly involved in all aspects of FM certification assessments and audits including scheduling, project management, customer service, consultant management and quality control. S/he will also be expected to participate in projects as an auditor.

Responsibilities:

- Manage the execution of forest management assessments and audits in the US under supervision of the Forestry Technical Coordinator, including budgeting, service contracts, team identification, logistical planning, support to consultants, report review, liaison with clients and finalizing 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;
- Provide customer service to current and potential SW clients in coordination with the FM Coordinator, including, but is not limited to, providing information about certification, market linkages, guidance on certification process, logo use and marketing;
- Develop strong expertise in SW and FSC forest management policies and protocols;
- Act as primary point of contact in FM client correspondence and respond to inquiries relating to FM certification;
- Cooperate with and support other SW staff in the execution and coordination of FM client recruitment, assessments and audits and other SW projects;
- Provide monthly expense and progress reports to the FM 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 for regional market segments and key landowners; and
- Other duties as assigned.

Qualifications:

- Bachelor's Degree in Forestry, Natural Resource Management or related field required;
- Minimum 2-3 years of field forestry experience;
- Environmental management system auditor training experience preferred;
- Knowledge of SW Certification and/or FSC certification a plus;
- GIS knowledge and experience desired but not required;
- Strong computer skills (word processing, databases, spreadsheets) and presentation skills;
- Strong organizational, 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 and ability to travel up to 20% of the time.

Compensation:

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.