



WORLD  
FORESTRY  
CENTER

## OFFICE COORDINATOR | World Forestry Center

For over half a century, World Forestry Center (WFC) has been at the intersection of people and forestry. Our mission – to create and inspire champions of sustainable forestry – is centered on people. Our focus is not on forests alone, but rather on how people think, act, and relate to them. We are working to calibrate all our programs and exhibits to inspire the broad social action needed to drive sustainable forestry solutions at a meaningful scale. We aim to change how society understands and interacts with our forests.

As a non-profit 501(c)(3) organization located in Portland’s Washington Park, WFC offers event rental spaces, a Discovery Museum, and a variety of public and professional programs carried out by a team of 25 employees. This position is the key connective point across the organization, providing administrative and office support to all our hubs of activity. We seek a team member who has a passion for helping others to do their best work. A successful candidate will have both skill and ease in working with others to deepen the impact WFC has in the world.

Learn more about the organization on our website [worldforestry.org](http://worldforestry.org).

### Position Overview

The Office Coordinator is responsible for providing general office support for the primary WFC campus, including reception duties, mail services, maintaining office equipment and supplies, providing support for incoming and exiting employees and supporting WFC with other clerical needs, as outlined below. This position may also complete other duties that may be assigned from time to time and that fit within the scope of the Office Coordinator position. This position reports to the Managing Director.

### Responsibilities

- Provides general office support for the center, including answering front door, answering, screening, and directing incoming calls and emails, and maintaining organizational calendar, including reserving conference spaces, as needed. Waters indoor plants, as needed.
- Sits at front desk and greets people as they arrive.
- Responsible for maintaining office supply inventory and ordering office supplies, when needed. Creates, orders, and distributes employee business cards.
- Trouble shoots office equipment, as needed. Keeps copy room tidy and stocked, ordering supplies as needed. Ensures machines are operational, maintains lease, contacts vendor support as needed for maintenance.
- Maintains supply orders in downstairs kitchen and upstairs conference room; ensures both areas stay organized, clean, and stocked.



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- Opens, processes, and distributes all incoming mail.
- Responsible for monthly management of general credit card, Costco card and petty cash fund, including monthly reconciliation and filing of related reports.
- Maintains updated office procedures for position, including expense procurement procedures.
- Provides support to AP/AR in absence of Accounting Manager; Serves as support staff to others on an as needed basis.
- Responsible for providing support for new employee hires and terminations, including creation of onboarding packets, employee name badges, workstation set up (including phones, laptops, and other work equipment), and set up/removal of IT system access. Provides support in purchasing of new equipment, as needed.
- Manages the WFC parking passes, both temporary and permanent and handles annual distribution of employee REAP cards.
- Maintains a log of all IT licenses, including type and user assignment; responsible for conducting annual technology audit of all users and assignments.
- Provides support for all staff meetings, including Safety Committee.
- Completes all other responsibilities as assigned by supervisor.

### Qualifications

- HS diploma or equivalent.
- Requires two years of relevant office experience.
- Must have excellent interpersonal and communication skills. Experience interacting with the public, greeting visitors, answering calls and questions.
- Exceptional customer service skills.
- Requires ability to work as a team and independently.
- Must have exceptional organizational skills and task orientation.
- Experience with and ability to operate common office equipment such as multi-line telephone phone, computer, copy machine, etc.
- Must be proficient in Microsoft Office products for use in word, excel and PPT to support WFC staff, as needed.
- Must be able to lift minimum of 25 pounds.

This is a part-time, hourly position with a three day per week schedule.

*WFC offers a competitive salary. Compensation is commensurate with experience. WFC reserves the right to add or change duties at any time. WFC is an Equal Opportunity Employer.*



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## Application Instructions

Interested applicants please submit a cover letter and resume in PDF format to Brandy Turnbull, Accounting and HR Manager, at [bturnbull@worldforestry.org](mailto:bturnbull@worldforestry.org).

We recognize that experience can be gained in various ways: professional, educational, volunteer, and through other expertise. Please do apply if you are interested in this position but think you may not meet all the above criteria. We encourage applicants to highlight transferable experience in their cover letters.

*World Forestry Center is an equal opportunity employer and does not discriminate in its selection of candidates for employment based on race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations.*