



WORLD
FORESTRY
CENTER

Programs Associate

The World Forestry Center (WFC), a non-profit 501(c)(3) organization located in Portland's Washington Park, is dedicated to teaching about the world's forests and trees and environmental sustainability.

Position Overview

World Forestry Center, a non-profit organization located in Portland's Washington Park, seeks a Programs Associate to join the Programs Team to support the organization's public and professional programming. For over half a century, World Forestry Center 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 our professional and public-facing programs to inspire the broad social action needed to drive sustainable forestry solutions at a meaningful scale. Our Programs Team is comprised of professional forestry program experts and staff with expertise in museum curation and public programming. As one of several departments at World Forestry Center, we collaborate closely with the Director of Communication, the Development Team, and leadership. Together as an organization, we aim to change how society understands and interacts with our forests. This work will require engagement and trust, built through in-person and virtual programs and immersive, emotionally compelling exhibits that move the public from understanding to action.

We are looking for a self-motivated individual who enjoys developing, coordinating, and delivering educational programming to public and professional audiences with knowledge in forestry and natural resources. The successful candidate should possess drive, flexibility, a thirst for collaboration, and a skill set for managing multiple programs and timelines simultaneously. This position requires strong planning and organizational skills for supporting the development of conferences, workshops, public programming, and museum exhibits. This position reports to the Director of Experience and will work closely with the Strategic Advisor on conference planning and the Experience Developer on public programming.

Responsibilities

Annual Canopy Conference and Other Professional Events

- Align the theme and agenda, including topics, sessions, and speakers, to the goals and desired outcomes of the event or conference.
- Organize planning committee calls and help develop sessions.
- Research appropriate speakers for specific topics and coordinate follow-up calls to build out the agenda.
- Invite keynote speakers, panelists, and session leaders, ensuring their expertise aligns with the conference theme.
- Develop a detailed schedule with times for each session, including breaks and networking opportunities.
- Develop or grow attendee and sponsor lists.

- Provide other planning and logistical support as needed.

Museum and Public Programs

- Collaborate with our programs team and external stakeholders to support the development and coordination of in-person and virtual experiences that engage the public in critical issues impacting the health of our forests and communities.
- Support content development by identifying themes, recruiting speakers, and supporting program facilitation and delivery.
- Provide general administrative coordination and logistical planning for onsite and offsite events and programs, including scheduling, budgeting, and interfacing with audience members.
- Support installation of temporary exhibitions.
- Support museum Visitor Services staff to ensure that every aspect of the public's on-campus experience aligns with World Forestry Center's strategic objectives.

Qualifications and Experience

- Minimum 3 years' experience in event and program planning taking place in educational institutions, think tanks, museums, or other cultural organizations.
- Preferred knowledge of local and/or global issues affecting forests and natural resources generally, although not required.
- Familiarity with the interpretation and delivery of scientific, policy, and/or cultural concepts for the public.
- Passion for the mission of World Forestry Center with a commitment to its core values and affecting positive social change.
- If you feel that you do not meet every qualification, we still encourage you to apply. We also encourage you to apply if you identify as being from a marginalized or underrepresented group. We're eager to meet people that believe in our mission and can contribute to our team in a variety of ways. We value diverse perspectives and are committed to considering candidates with transferable skills and a willingness to grow within the role. Bilingual applicants are also encouraged to apply.

Additional Position Information:

- This hybrid position requires in-person office availability and allows for remote work (currently 3 days in the office and 2 days remote).
- Frequent computer and phone usage and occasional extended periods of standing and sitting.
- Attend occasional meetings and external and staff events that may take place in the evening or on weekends.
- Comfortable being adaptable, working cross-departmentally with competing priorities, deadlines, and role development.
- For the safety of our staff and visitors, World Forestry Center employees are required to be vaccinated against COVID-19.

We recognize that experience can be gained in various ways: professional, education, 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 letter.

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