



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 environmental sustainability.

Position Overview

World Forestry Center 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.

The Programs Associate position will work with the Programs Team to develop and deliver programming for professional audiences including conferences and workshops, and public programming such as pub night speaker series, museum exhibits, and other informal science learning experiences taking place on and off-site

We are looking for a self-motivated individual who has an understanding of, and appreciation for, the role that society, markets, and science play in forest sustainability. The successful candidate should possess drive, flexibility, a thirst for collaboration, and a skill set for managing multiple programs and timelines simultaneously. This position will require educational programming development, speaker and community engagement, planning and organizational skills. 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

- Help to create conference program agenda, by coordinating with external planning committee members.
- Research session themes (e.g. forest products markets, timberland returns, carbon markets) and conduct speaker outreach to build out the agenda.
- Invite keynote speakers, panelists, and session leaders, ensuring their expertise aligns with the conference theme.
- Write conference session descriptions.
- Respond to speaker inquiries.
- Develop a detailed schedule with times for each session, including breaks and networking opportunities.
- Develop or grow attendee and sponsor lists.
- Support the Programs Coordinator with 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 informal science learning experiences that engage the public in critical issues impacting the health of our forests and communities.
- Support educational content development by identifying mission aligned and publicly enticing themes, recruiting speakers, and supporting program facilitation and delivery. (eg. climate change and wildfire, trending field research and studies, history of Oregon's forests, tree migration, cultural burning, conservation initiatives, urban forestry, etc.)
- Support the Programs Coordinator with logistical planning for onsite and offsite events and programs, including scheduling and budgeting, as needed.
- 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

- Experience in natural-resource or science-based educational programming.
- Preferred knowledge of forests and natural resources and/or finance and investment.
- Project coordination, speaker coordination, and community engagement experience preferred.
- Familiarity with the interpretation and delivery of scientific, policy, and/or cultural concepts for public and professional audiences.
- Passion for the mission of World Forestry Center and an appreciation for the role that society, markets and science play in forest sustainability.
- 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.

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 or expression, political affiliation, family leave obligations, or any other characteristic protected by federal, state, or local laws.