

**Job Title:** Programs Associate  
**Department:** Programs  
**Reports To:** Curator of Art and Experiences  
**Direct Reports:** 0  
**Status:** Full-Time, Exempt  
**Pay Range:** \$55,000-\$60,000, depending on experience  
**Application closing date:** April 28, 2026



*World Forestry Center (WFC) is a 501(c)(3) nonprofit organization located in Portland's Washington Park with a vision for the future in which everyone connects forest health to their own well-being. For over half a century, WFC has brought people and forests back together. 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.*

## **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 research, develop and deliver programming for public and professional audiences such as the monthly Forest Pub series, permanent museum and temporary art exhibitions, professional workshops, conferences, and other informal science learning experiences taking place on- and off-site.

We are looking for a self-motivated individual who understands, and appreciates, the role that society, markets, and science play in maintaining healthy and sustainable forests. 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 informal educational programming development, speaker and community engagement, planning, and organizational skills. This position reports to the Curator of Art and Experiences and will work closely with the Director of Experience and Program Team on planning a range of public and professional programs.

## **Responsibilities**

### ***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 artists, and supporting program facilitation and delivery.
- Support the Curator of Art and Experiences with art-science based public program and exhibition research, artist coordination, and the installation of temporary exhibitions.
- Support the writing of content for art exhibitions; labels, marketing, and grant applications.
- Support the Programs Team with logistical planning for onsite and offsite events and programs, including scheduling and budgeting, as needed.
- 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.

### ***Professional Programs***

- Help create professional programs by coordinating with external content providers and Programs Team members.
- Invite speakers, panelists, and advisors, ensuring their expertise aligns with the program theme.
- Respond to content provider inquiries.
- Occasionally write content for grant applications and marketing.
- Support the Programs Team with other planning and logistical support, as needed.
- Other duties, as assigned.

### **Qualifications**

- Experience in natural resource or science-based educational programming, museum studies, or educational non-profits.
- Preferred knowledge of forests and natural resources.
- Preferred knowledge of the art world and art-science-ecology based content.
- Experience and/or willingness to work with team to physically install exhibitions.
- Project coordination, marketing experience, and community engagement experience preferred.
- Familiarity with the interpretation and delivery of scientific, policy, and/or cultural concepts for public and professional audiences.
- A strong communicator who can effectively convey ideas and information both orally and in writing.
- 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 or have an applicable skillset you think we should consider, we 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. Bilingual applicants are also encouraged to apply.

### **Additional Position Information:**

This position is a full time, exempt, salaried position. Requires:

- This hybrid position requires in-person office availability and allows for remote work (typically 3 days in the office and 2 days remote).
- Staff occasional meetings and external events that take place on evenings and weekends.
- Frequent computer and phone usage and occasional extended periods of standing and sitting.
- Adaptability, working cross-departmentally with competing priorities, deadlines, and role development.
- Valid driver's license desired but not required.
- The ability to lift 20lbs and be physically able to climb stairs and walk a 5.5-acre campus.

## **Application Process:**

Email the following items to Vivian Bui at [ybui@worldforestry.org](mailto:ybui@worldforestry.org) by April 28, 2026:

- Cover letter
- Resume
- 3 professional references

*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.*

*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.*