

Northeast Region Coordinator, Forest Stewards Guild

The Guild is hiring a full-time Northeast Region Coordinator to join our team at the [Forest Stewards Guild](#). This is a fully remote position for applicants living in the Northeast (ME, VT, NY, NJ, MA, RI, CT, NH, PA). Applicants living in ME or VT are preferred. Compensation is \$26.40 - \$27.59 per hour depending on experience and qualifications.

Company Description

The Forest Stewards Guild, a national organization of foresters and allied natural resource professionals, is dedicated to practicing and promoting responsible forestry as a means of sustaining the integrity of forest ecosystems and the people dependent upon them.

Job Description

The successful candidate will have education and professional experience in forestry, ecology, restoration, climate adaptation, natural and cultural resource management, or a related field. This individual will have excellent organizational, communication, and written skills, and demonstrate a passion for advancing ecological forestry in the Northeast. They will possess the ability to work independently and as part of a team. Previous experience in all facets of project coordination and communications in forestry or other natural resource fields is highly desirable. The Guild has a strong membership and program base in the Northeast and the ideal candidate will display the drive to sustain and strengthen the Guild's regional presence and impact.

The Northeast Region Coordinator will engage with project activities, communications, and deliverables in our current programmatic areas: 1) forest climate adaptation and ecosystem resiliency, 2) forest stewardship workforce development, and 3) woodland owner outreach. Key programs this position will engage with may include the Sustaining Ash Partners Network (SAP-Ne), National Park Service Resilient Landscapes Initiative, Forest Stewards Youth Corps, Women Owning Woodlands Network, Guild membership, and Guild communications. The Coordinator will work closely with our Northeast Program Manager, Eastern Deputy Director, and collaborate with other Guild staff across the region.

Primary duties for the Northeast Region Coordinator include, but are not limited to:

- Manage project workflows and collaborate with teams using software such as Asana, SharePoint, and Microsoft Teams.
- Provide administrative and technical support to implement complex project objectives and deliverables.
- Develop communications and outreach materials related to Guild projects in print and digital formats.

- Track project budgets, metrics, and deliverables.
- Support grant writing, administration, and reporting to a variety of different funders, including private foundations and government grants.
- Maintain relationships with diverse partner organizations, agencies, and contractors across multiple states.
- Develop and facilitate outreach activities (i.e., workshops, webinars, field tours) for Guild members, private landowners, and natural resource professionals.
- Represent the Guild at collaborative meetings, events, and conferences.
- Assist with orientation and training for Guild field crews and youth corps participants.
- Conduct field work, as needed, to assist with monitoring and field inspections of forest restoration projects and visit Guild field crews and youth corps on difficult or hazardous terrain, and in other physically demanding environments.
- Be willing to travel from Maine through Virginia to oversee projects in the field.

For more information and to apply online please visit:

<https://jobs.smartrecruiters.com/ForestStewardsGuild/744000021014130-northeast-region-coordinator>