



## Forest Programs Manager Job Description

Maine TREE seeks a dynamic professional to serve as Forest Programs Manager to guide forest-based research, education, and outreach programs. The Manager will lead program initiatives, manage a network of volunteers to assist with program delivery, and coordinate a communication network.

Maine TREE is an independent, private, nonprofit organization whose mission is to educate and advocate for the sustainable use of the forest and the ecological, economic, and social health of Maine's forest community. They host nine forest-based programs focusing on education, research, and community. Applicants should be deeply rooted in Maine's forests, have education and experience in forestry, conservation, or research, bring strong organizational and communication skills to the team, and demonstrate commitment to building a diverse team to achieve our mission.

The Manager will support activities at Holt Research Forest in Arrowsic, ME, serving as the property steward and coordinating education, research, and outreach activities with partners. They will also administer Maine TREE's communication network, including websites, newsletters, and social media. Additionally, the Manager will serve as the Maine Tree Farm Coordinator, organizing education and outreach opportunities for family forest owners and foresters.

### Position Description:

The Forest Programs Manager will have excellent organizational, communication, and written skills, possess the ability to work alone, outdoors, and in remote locations, and demonstrate a passion for advancing sustainable forestry in Maine. Previous experience in forestry, conservation, or research, with communication and project management experience, is highly desirable. This position reports to the Executive Director.

As Forest Programs Manager, every day will be different. They will travel to Holt Research Forest in Arrowsic at least once a week to become familiar with existing data sets and learn data collection methods. They will also travel 2 to 5 days per month to meetings throughout Maine for education and outreach events and workshops, including some overnights. In addition, hybrid office work is offered, with one day a week expected at the Augusta office for staff meetings. Office work will include planning and implementing projects, and creating, writing, and scheduling program-related content for websites, social media, and newsletters.

### The Manager will:

- Support research activities at Holt Research Forest and serve as the property steward.
- Coordinate the Maine Tree Farm program, including providing support to the Maine Tree Farm Committee, Tree Farmers, and inspecting foresters, and organizing events and outreach initiatives.
- Communicate program news and updates for all Maine TREE programs through websites, newsletters, and social media.



- Support fundraising activities for assigned programs.
- Develop and maintain relationships with project partners across Maine's forest community.
- Represent Maine TREE and programs at professional conferences or events and perform public speaking, such as presentations or panel discussions.
- Develop and facilitate or support the implementation of education and outreach activities for various audiences, including foresters, landowners, loggers, and others.
- Convene and support various subcommittees as assigned.
- Develop and implement work plans and ensure timely submission of reports.
- Performs administrative tasks, including tracking project budgets, matching funds, and deliverables; writing program agreements and contracts; and preparing and submitting reports.
- Assist in programming and outreach aspects of programs as assigned, including but not limited to the Forests of Maine Teachers' Tours, Forest Ecology Research Network, Maine Project Learning Tree, and Certified Logging Professionals.

#### **Qualifications:**

- Education: BA or BS in a related field (forestry, ecology, natural resource management, etc.) and 2+ years of experience or a graduate degree.
- A broad understanding of Maine's forest ecology, economy, and forest-based communities.
- Ability to work outdoors in variable conditions and a willingness to work some evenings and weekends.
- Possessing a valid driver's license and ability to travel, primarily in Maine.
- Ability to work both independently and with a team.

#### **Preferred Qualifications:**

- An understanding of forest ecology research and data collection and management.
- The drive to strengthen and expand forest stewardship in Maine.

#### **Skills:**

- Experience administering communication networks, including websites, newsletters, and social media.
- Communication skills with proficiency in writing, speaking, and listening to diverse audiences.
- Strategic leadership skills, ability to lead toward a shared vision, and flexibility and adaptability.
- Project management skills.
- Strong computer skills, including experience using Google Suite, WordPress, MailChimp, and social media platforms.
- Fundraising, grant writing, and grant management.
- Ability to manage a network of volunteers and partners.

This position is flexible, and activities will adjust with the seasons, funding, priorities, interest, and need. The position is based out of Maine TREE's offices at 535 Civic Center Drive in Augusta, Maine, and 508 Old Stage Road in Arrowsic, Maine, with flexibility for hybrid work environments, as approved. The salary range for the position is \$49,000 – \$51,000 annually, with a competitive benefits package.

To apply, interested applicants should submit a single PDF packet, a one-page cover letter, a resume, a one-page writing sample, and three professional references by 11:59 p.m. on **November 25, 2022**. Email packets to [logan@mainetree.org](mailto:logan@mainetree.org) with the subject line: Forest Programs Manager Application. Applications will be reviewed on a rolling basis until the position is filled.

