



WORLD FORESTRY CENTER

4033 SW Canyon Road Portland Oregon 97221 Tel { 503.228.1367 Fax { 503.228.4608 www.worldforestry.org

World Forest Institute <http://wfi.worldforestry.org> International Fellowship Program Manager

The [World Forest Institute](http://wfi.worldforestry.org) (WFI) is seeking a qualified person to fill the position of program manager for its international fellowship program. This is a truly unique fellowship program housed within one of Oregon's beloved non-profit educational institutions—the 45-year-old [World Forestry Center](http://www.worldforestry.org).

This position is part field-instructor, part resident advisor, part administrator. The WFI program manager will be in charge of overseeing all aspects of a rotating international fellowship program. This program serves recent graduates and mid-career professionals from around the world, who come to WFI for between 6-12 months to: (i) conduct forestry research on an issue relevant to their home country; (ii) expand their understanding of US forestry issues; and (iii) gain a network of contacts in the Pacific Northwest.

We are seeking a degreed forester who likes people as much as trees! Ideally, you enjoy the outdoors, but also have strong organizational and administrative skills; you are familiar with forestry in the Northwest, but enjoy learning about forestry around the world; you possess technical knowledge of forestry, but can communicate that knowledge in simple language; you are a fun-loving go-getter, but are mature and responsible and make safety a priority.

Responsibilities

The program manager reports directly to the WFI director, and is chiefly responsible for meeting the educational training needs of the international fellows.

Duties include:

1. Establishing monthly schedule of fellowship activities—this involves arranging field visits to mills, associations, universities, public agencies and corporations both for the group, and individually tailored to each fellow based on their specific research interests.
2. Organizing pre-arrival (fellowship application and visa paperwork), arrival (pick-up, housing, etc) and orientation for fellows (opening social security, bank accounts, etc.).
3. Provide fellows with resources (contacts, suggested literature, framework) to pursue their research.
4. Editing WFI publications, including bi-monthly newsletter and providing peer review of the fellows' research papers and posters.

5. Developing and delivering lesson modules for fellows on a range of forestry-related issues impacting the PNW, e.g., general overview of Oregon forestry, role of various land management agencies, discussion of environmental regulations.
6. Promoting the fellowship program through announcements, meetings, correspondence, networking, and publications.
7. Planning and keeping to annual budgets.
8. Assisting with annual WFI conference.
9. Providing administrative and other support to the director and staff as needed.

Qualifications

- Graduate degree in forestry strongly preferred, or a bachelor's degree in forestry and at least six years of experience in the forestry sector.
- Familiarity with the Pacific Northwest (especially Oregon and Washington) forestry sector preferred.
- Experience in outdoor activities and field work.
- Strong communication and teaching skills.
- Excellent organizational skills—must be detail oriented.
- Excellent computer skills in Microsoft Office and basic html knowledge preferred.
- Exceptional interpersonal skills. An interest and skill set in working with foreign nationals preferred.
- Driving license and safe driving record required.
- Must be physically fit to perform outdoor field excursions.
- Must be legally eligible for employment in the U.S.

The World Forest Institute is a program of the World Forestry Center, which also operates a museum, event facilities, educational programs and demonstration tree farms. The World Forestry Center is an educational 501(c)(3) non-profit organization.

This is a full-time position, with some weekend or evening work required. Benefits include medical, vision, and dental benefits, plus 403(b) retirement and life insurance. Salary: \$38,000 - \$42,000 DOE.

Application Process

Deadline: August 15, 2009

Please send—either in digital or hard copy—cover letter, resume, completed application form (at the end of the document) and list of three professional references to:

Sara Wu
World Forest Institute
4033 SW Canyon Road
Portland, OR 97221
swu@worldforestry.org

**World Forest Institute
International Fellowship Program Manager Application Form**

Complete this brief questionnaire and do not exceed the one-page format of this form.

Name:

In brief, what would you say are three major challenges facing the U.S. forestry sector today?

What about this job description appealed to you?

Describe how your work experience or education has prepared you for this position.