



**Employment Opportunity  
Programs Coordinator  
Full-Time, Entry-Level Position**

**Overview:**

Founded in 1943, the Virginia Forestry Association (VFA) serves as a unifying voice for Virginia's forestry community. We are a not-for-profit, privately supported organization located in Richmond, Virginia. We represent Virginia's diverse forestry community and promote the sustainable use and conservation of forest resources to ensure their long term social benefits for all Virginians. VFA's 1,200 members are forest landowners, foresters, forest products businesses, loggers, forestry consultants, and a variety of individuals and groups who are concerned about the future well-being of Virginia's forest resource. VFA seeks to maintain a political and economic climate favorable for forest ownership and forest industry in the state and to enhance the public's perception of forestry through effective outreach and communications.

VFA is seeking a full-time Programs Coordinator to join a small team of association management professionals in VFA's Richmond office. The person hired will report to the Executive Director and work to serve various forestry and natural resource-related programs sponsored or supported by the association.

**Primary Duties:**

- Coordinate the Virginia Sustainable Forestry Initiative Implementation Committee including meeting agenda and minutes preparation, budget management, member communication, outreach event organization, website maintenance, and report submission.
- Work with the Virginia Tree Farm Foundation Board of Directors and American Tree Farm national staff to administer the Tree Farm System program in Virginia including assistance with database management, inspection coordination, inspector training workshop facilitation, inspector and Tree Farmer communications, meeting preparation, outreach event organization, website maintenance, grant application preparation, and report submission.
- Serve as administrator for the Virginia Forestry Educational Foundation, including preparation of meeting logistics, agendas, and minutes, budget preparation assistance, and assistance in creating the annual report and other publications and communications.
- Work with the Virginia Project Learning Tree (PLT) Advisory Committee and state coordinator to promote PLT.
- Assist Executive Director in membership outreach, project or issue management, government relations, and other tasks as assigned.
- Assist Executive Director in fostering and maintaining state and national partner relationships.
- Perform duties as needed to assist with VFA communications, annual convention, office needs, and other ongoing projects and services as necessary and assigned.

**Requirements:**

- Excellent interpersonal, oral and written communication skills, attention to detail.
- Demonstrated ability to prioritize and multi-task, work independently in a team-based environment, patience, and flexibility with changing goals and requests.
- Knowledge of MS Office, Google, and database management software; an eagerness to learn new technology.
- Valid driver's license and ability to travel throughout the state alone or with other staff.
- A bachelor's degree or equivalent work experience providing a background in organizational management. A degree or experience with a natural resources discipline is helpful.

This is a full-time, salaried (non-exempt) position. Benefits include stipend for health insurance, paid vacation, and retirement plan. Interested candidates should send a letter of application, résumé, and list of three references to [vfa@vaforestry.org](mailto:vfa@vaforestry.org) by January 30, 2019. No phone calls, please.