

Forest Stewards Guild Job Opportunity: Southwest Program Coordinator



The Forest Stewards Guild is hiring a full-time position in New Mexico! The *Southwest Program Coordinator* position will be based out of our Santa Fe office. The job will be grounded in active projects. The position will assist with a variety of projects including community forestry, fire adapted communities, prescribed fire, ecological and socioeconomic monitoring, youth training initiatives, and administrative office tasks.

Organization Description

The Forest Stewards Guild, a national organization of foresters and allied natural resource professionals, is dedicated to practicing and promoting restoration and ecological forestry. The Guild has 700 members, over half of whom are professionals who manage over 42 million acres of forestland in the United States and Canada. The Guild maintains regional offices in New Mexico, Colorado, Maine, and Wisconsin. The Guild's work in the Southwest is rooted in over 30 years of programs and projects serving communities and restoring ecosystems.

Position Description

The successful candidate will have a degree in forestry, ecology, natural resource management, or related field with professional experience, a valid driver's license, excellent communication and written skills, and be able to work outdoors in remote locations. The Southwest Program Coordinator will work on projects related to our Forest Stewards Youth Corps program, forest restoration and prescribed fire projects, Fire Adapted Communities, Community Wildfire Protection Planning, and ecological and socioeconomic monitoring. The Program Coordinator will also help with administrative tasks in the office such as scanning documents, coordinating mailings, and calling partners. Assignments will combine field work, writing, and engaging with colleagues and the public through meetings and outreach. The successful candidate will work well as a team, with collaborative groups, have excellent communication and presentation skills, have experience with databases, websites, and mapping software.

Pay commensurate with experience. Paid leave and paid holiday benefits are provided. Employer-sponsored comprehensive health care and dental care coverage is available after 60 days of continuous employment. Participation in a retirement plan with an employer match is available after 90 days. We will consider flexible work schedules to accommodate family or other commitments. The Forest Stewards Guild is an equal opportunity employer. We support diversity in our office and encourage applicants from all backgrounds and communities to apply.

Location

The position is based at the Guild's office at 2019 Galisteo Street, Santa Fe New Mexico 87505.

Contact Us

Interested applicants should submit a one-page cover letter, one-page writing sample, three professional references, and resume to Eytan Krasilovsky (eytan@forestguild.org) by **June 15th**. Eytan can also be reached at 505.983.8992 ext. 16. Please specify your earliest available start date.