

Forest Stewards Guild **Forest Stewards Guild Job Opportunity:**
Business Coordinator



The Forest Stewards Guild is hiring a full-time position in Colorado! The Business Coordinator will support Guild-wide, as well as Regional and Fire Module business operations and tracking, as well as other projects as assigned. This position will engage in a variety of projects, including timesheet management, match tracking, and communications and outreach.

Organization Description

The Forest Stewards Guild, a national organization of foresters and allied natural resource professionals, is dedicated to practicing and promoting values-based 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, North Carolina, and Wisconsin.

The position will be managed by and work closely with the Forest Stewards Guild Fire Management program. The Fire Management Program is dedicated to supporting fire as a natural process in fire-adapted ecosystems on a landscape scale to improve ecosystem function and health and increase wildfire resilience, as well as to increasing the pace and scale of prescribed fire, increasing diversity and inclusion in the fire practitioner community.

Position Description

The successful candidate will have experience in business management and coordination and be proficient in financial technology. Additionally, the Guild is a rapidly growing mission driven organization, and a preferred candidate will benefit from a desire to be of service to those goals as well as an interest in an expanding position. They will:

- Administrative tasks such as timesheets, bills, and credit card bookkeeping
- Assist in payroll and benefit management.
- Assist in HR compliance and tracking.
- Interface with Communications Coordinator on social media and website
- Support marketing and fundraising efforts
- Maintain Guild calendars (reporting, compliance, etc.)
- Assist in quarterly match tracking
- Assist in Guild-wide bookkeeping and other duties as assigned by the Executive Director
- Assist Regional Directors on project by project code basis
- Manage work assignments with minimal direction from supervisors

Minimum Qualifications:

- Clear verbal and written communication skills
- Excellent computer skills
- Well-organized and detail oriented
- Self-directed

Preferred Qualifications:

- Proficiency with business technology
- Minor IT experience
- Previous bookkeeping experience
- Proven problem solver with a bias for action

We encourage any individual that meets 75% or more of requirements to apply.

Compensation

\$20/hr. Paid leave and paid holiday benefits are provided. Employer-sponsored comprehensive health and dental care coverage is available after 30 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.

Location

This position is located in the Forest Stewards Guild Intermountain West Office in Loveland, CO. Guild work occurs throughout the United States, but travel is not required for this position. The opportunity to work from a home office on administrative projects will be evaluated on a case by case basis for individuals with a proven record of successful independent remote work.

Contact Us

Interested applicants should submit a one-page cover letter, writing sample, three professional references, and resume to Daniel Godwin (daniel@forestguild.org) by **March 16, 2019**. Daniel can also be reached at (352) 561-8226. Please specify your earliest available start date.