

**Sustainable Northwest  
Program Assistant  
Job Description**

**Position:** Program Assistant  
**Reports to:** Director of Forest Community and Policy Programs; Director of Rangeland and Klamath Basin Programs  
**Location:** Portland, Oregon  
**Closing Date:** July 3, 2008

Sustainable Northwest provides dedicated, nonpartisan support for a community-oriented, conservation-based economy in the West. Through collaboration and partnership, we work to restore and maintain ecological health, balance diverse interests, promote economic opportunities, and build trust in sustainable natural resource management and utilization.

Sustainable Northwest's mission is to *partner with communities and enterprises to achieve economic, ecological, and community vitality and resilience*. We believe:

- people are an indivisible part of the ecosystems they inhabit;
- economic and environmental health are interdependent;
- communities have the energy and creativity to develop innovative, lasting solutions to complex environmental, economic, and social challenges;
- effective ecosystem stewardship is adaptive, place-based and founded on evolving scientific and practical knowledge;
- connections between rural and urban communities and collaboration between diverse interests and individuals are integral to local and regional sustainability.

We are seeking a dedicated individual to join our team who shares an interest and passion for improving the economic and environmental conditions of public and private-lands communities across the West. This new position will provide programmatic, administrative, communications, research, and fundraising support to two high-profile programs at Sustainable Northwest.

The ideal candidate is highly motivated, organized, flexible, and able to work effectively under the direction of two Program Directors on numerous concurrent tasks. This is an entry level position at a highly respected organization, tailored for an individual at the beginning of their career in community-based natural resource stewardship. The position will split his/her time evenly between the Forest Community and Policy Programs, and the Rangeland and Klamath Basin Programs and will report to both program directors.

**General Responsibilities**

- **Program administration:** The program assistant will help coordinate and manage logistics for meetings, conferences, field tours, conference calls and general program management (e.g. maintain filing systems and databases, record and edit minutes and meeting notes, etc.).
- **Outreach and partner relations:** The program assistant will help ensure positive, consistent, and timely communication occurs with a diversity of external partners (rural communities, interest groups, federal and state congressional, agency, and administration officials, as well as donors, clients and others). The program assistant will also assist with or as appropriate, lead, the design and facilitation of a variety of meeting types (in-person, conference call, etc.).
- **Writing and communications:** The program assistant will draft and edit documents, and provide support to program directors, to create, update and manage a range of publications including: policy

papers, guidebooks, presentations, newsletters, blogs, listservs, and program webpages and printed media.

- **Fundraising:** The program assistant will assist program directors to research, draft, and edit grant proposals and reports, coordinate with the development staff on individual donor outreach strategies, and assist with the development of responses to Requests for Proposals and other submissions to secure fee-for-service work.
- **Research:** The program assistant will conduct online, stakeholder and other research related to program needs on target issues and developments; and track legislative and media development for priority program issue areas.

### **Position Requirements**

- A demonstrated ability and interest in working with people from a diversity of backgrounds, sometimes with widely divergent cultural and political views
- Excellent organizational and administrative skills
- Strong writing and editing skills
- A willingness and ability to travel, sometimes on weekends
- Proficiency in MS Word, Excel. High aptitude to learn and use new computer programs.
- Bachelor's degree

### **Preferred Qualifications**

- Experience working on natural resource conservation issues and/or rural development
- Event planning and management experience
- Experience with and/or demonstrated understanding of the federal legislative process
- Experience working in grassroots organizing and/or community outreach
- Experience with online survey programs such as Survey Monkey
- Proficiency with Adobe InDesign
- One to two years of related experience

**Salary and Benefits:** Salary is commensurate with experience. Benefits package includes health, dental, long-term disability, retirement plan, access to a flexible spending account, and generous paid-time-off. Sustainable Northwest is an Equal Opportunity Employer that values and nurtures a supportive, fun, hardworking and productive work environment.

**Process:** We will accept applications until July 3, 2008. Initial and follow-up interviews will be held between July 7 and July 18. Ideally, the new program assistant will be available to begin work August 4.

To apply, please send a cover letter and resume to:

Renee Magyar, Sustainable Northwest, 813 SW Alder, STE 500, Portland, Oregon, 97205 or via email to [rmagyar@sustainablenorthwest.org](mailto:rmagyar@sustainablenorthwest.org) with "program assistant" in the subject line.