



## **JOB ANNOUNCEMENT**

**TITLE:** Summer Internship: Nonprofit Office Administrative Assistant

**REPORTS TO:** Rick Sohn, Acting Director

**POSITION TYPE/HOURS:** Full-time seasonal Intern, 2021, and/or 2022  
Unpaid, college credit internship, with nominal monthly stipend

### **ABOUT Forest Bridges: [www.forestbridges.org](http://www.forestbridges.org)**

Forest Bridges is a dedicated group of qualified professionals who are pursuing the vision of 21st century sustainable forest management. Our management principles combat climate change by improving forest health, wildlife habitat and fire resilience. We bridge the interests of the forest industry and conservation community with an evidence-based, collaborative approach to forest management. We are developing forest policy and will engage rural and urban Oregon communities to identify common ground. Our mission is focused on bringing people together to embrace sustainable forest habitat management solutions for Western Oregon's 2 plus million acres of O&C and other BLM forest lands.

### **POSITION SUMMARY**

The Nonprofit Office Administrative Assistant will report directly to the Acting Director and will be responsible for supporting the logistical and administrative needs for implementation of the next stages of Forest Bridges' Strategic Plan. This position will also assist with general administrative tasks and support the Acting Director's work as needed. Intern's responsibilities will be designed to be completed during the summer. The position is remote, but requires occasional in-person meetings in Roseburg, Oregon, home of the Umpqua River.

### **DUTIES AND RESPONSIBILITIES**

- Development of a strong personal understanding of the present strategic needs and goals of the organization and ability to articulate and coordinate with the Acting Director to execute the steps required for fulfillment.
- Well-developed ability to navigate group dynamics with diverse perspectives while ensuring continuity of task management requirements across collaborative processes.
- Demonstration of strong writing and communication abilities.
- Willingness to be flexible and meet organizational needs to support a broad spectrum of task requirements.
- This position requires a high degree of self-direction and independent motivation.
- Position is non-supervisory.
- *This is not an all-inclusive list of duties and responsibilities.*

### **QUALIFICATIONS**

- Education level: B.A. or B.S. and active enrollment in a Graduate-level Program within a field related to Forest Bridges' focus.

- Experience: Management experience, background in strategic consulting or program development, familiarity with the needs of an early-stage enterprise. Experience in collaborative decision-making processes a plus.
- Specific skills: Task management and program management. High organizational ability and capacity for task tracking and execution. Ability to manage multiple deadlines simultaneously. Strong analytical skills. Ability to prioritize, problem solve and think creatively to achieve the conservation mission defined by the Board. Experience with collaborative and task-management software. Well-developed computer literacy. Ability to develop and meet deadlines within a collaborative environment.
- Personal characteristics: Outgoing, yet self-directed, with high-level attention to detail. Self-motivated and highly energetic, with excellent time-management skills. Willingness to engage diverse perspectives, work with resource managers using collaborative approaches on potentially contentious issues and think creatively to achieve conservation mission. Willing to travel. Embraces an active rather than passive approach to natural resources management, including goals such as combating climate change, reducing excessive dead fuel buildups, and processes to increase sustainable forest habitat diversity.
- Certifications: None.
- Equipment: Your own computer and cell phone, ideally with ability to print and scan. Personal transportation.
- Licenses: Driver's license required.
- Physical abilities: Can walk through woods and on hills/slopes. Poison oak is present in some areas.
- Housing and transportation not provided.
- Travel requirements to be negotiated.