



CWSF
COUNCIL OF WESTERN
STATE FORESTERS

Associate Communications and Operations Director Announcement September 2018

Position Title:	Associate Communications and Operations Director
Function:	Produce and disseminate timely communications materials and resources to Council of Western State Foresters (CWSF) and Western Forestry Leadership Coalition (WFLC) members and partners; undertake primary responsibility for meeting and event planning and operational, administrative, and financial management support
Location:	Denver, Colorado; relocation assistance may be available
Work Schedule:	Full-time salaried position, exempt
Reports to:	Communications Director
Closing Date:	October 11, 2018

Duties and Core Responsibilities

Trusted Source – Support CWSF/WFLC in its efforts to provide credible information and expertise on issues associated with western forests. This will specifically entail:

- Work with the Executive Director and the Communications Director to develop and disseminate information, publications, web-based resources, and other communications materials related to western forestry issues
- Regularly update content on the CWSF/WFLC websites, including the events calendar, blog, newsroom, and members' portals; track and maintain web and social media analytics
- Assist in the management of the organizations' editorial calendar and social media presence

Member Focused – Increase engagement and deliver exceptional value to members. This will specifically entail:

- Plan and coordinate arrangements and logistics for CWSF/WFLC meetings
- Organize, schedule, and coordinate conference calls, webinars, and information requests to CWSF/WFLC Members
- Support CWSF/WFLC Networks, Committees, and Task Forces as assigned
- Contribute items to the CWSF/WFLC newsletter and participate on other listservs as appropriate

Strong Organization, Strong Results – Ensure a strong, well-managed, financially sound and responsive organization. This will specifically entail:

- Assist the Executive Director with financial management and reporting (with external accounting firm), including coding transactions, managing documentation, and ensuring compliance with financial and operations policies
- Prepare solicitations for competitive bids and Requests for Proposals, organize evaluation panels, and undertake other contract related tasks
- Manage office operations, including performing administrative tasks
- Coordinate logistics and track and handle relationships with vendors and sponsors
- Maintain organization records and filing system

Power of Partnerships – Establish and maintain strong and effective partnerships to address western forest priorities. This will specifically entail:

- Build relationships with key communications and media professional, including those involved in online resources development and strategic utilization of social media
- Maintain contact lists, directories, and distribution lists
- Represent the CWSF/WFLC at meetings and conferences to convey key western forestry messages and build strategic alliances with partners on key communications issues

Required Qualifications

- 3 – 5 years of professional experience
- Bachelor's Degree, preferably in Communications, Marketing, Public Relations, or related field
- Administrative, project management, and written and verbal communications skills
- Ability to work independently and in a small office team environment
- Strong attention to detail and commitment to high quality results
- Willingness to travel up to 30% of the time

Preferred Qualifications

- Experience working in communications, marketing, or related field
- Understanding of social media and email marketing use and best practices
- Proficiency using word processing and presentation software, website content management systems, and event management systems
- Strong writing, editing, and proofreading skills
- Experience in meeting and event planning
- Experience handling operations, administrative, and financial management

Application Information

E-mail your cover letter, resume, three professional references, and salary requirements to: info@westernforesters.org. Please include "Associate Communications and Operations Director" in the subject line. The position is posted at www.westernforesters.org.

Nondiscrimination Status

The Council of Western State Foresters is an equal opportunity/affirmative action employer and complies with all federal and Colorado state laws, regulations, and executive orders regarding affirmative action requirements.