



CWSF
COUNCIL OF WESTERN
STATE FORESTERS

Organizational Services Assistant August 2021

Position Title:	Organizational Services Assistant
Functions:	Meeting planning, membership services, administrative and financial support
Location:	Virtual workplace; Prefer applicants in Denver, Colorado; will consider exceptional applicants in other western U.S. locations – must be in a Council of Western State Foresters (CWSF) member State/Pacific Island
Work Schedule:	Full-time salaried position, exempt
Compensation:	\$35,000 – \$45,000 plus benefits
Reports to:	Executive Director
Closing Date:	August 17, 2021

Job Duties and Responsibilities

Support CWSF's Strategic Plan Goal 1 to create an inclusive, member centered environment that facilitates meaningful engagement and learning among members. Duties to include:

- Plan and execute approximately fifteen in-person meetings annually, including event budget development, contract negotiation and monitoring, payments and billing, managing registrations, developing meeting materials, vendor and sponsor relations, and on-site coordination
- Schedule and coordinate conference calls, virtual meetings, webinars, and trainings
- Respond to information requests from Members, committees, and partners

Support CWSF's Strategic Plan Goal 2 to be a trusted and credible authority and advocate for western forestry and wildland fire priorities. Duties to include:

- Update information regularly on CWSF and WFLC websites, member portals, and internal organization file sharing system
- Edit correspondence and outreach materials
- Assist in management and distribution of CWSF/WFLC's monthly newsletter and social media presence

Support CWSF's Strategic Plan Goal 3 to strengthen the prominence of western forestry priorities through establishment and maintenance of strong and collaborative partnerships. Duties to include:

- Maintain Member, committee, and partner contact lists, directories, and distribution lists
- Represent CWSF and WFLC with professionalism at meetings and conferences and in correspondence with Members, partners, and other staff

Support CWSF's Strategic Plan Goal 4 to manage the governance, financial, operational, and human affairs of the organization using sound and well-informed approaches. Duties to include:

- Assist with financial and grant management and reporting, including coding transactions, managing documentation, tracking annual dues payments, and ensuring compliance with organizational policies and grant requirements
- Prepare solicitations for Requests for Proposals and competitive bids, organize contractor evaluation panels, handle contract negotiation, and manage contracts for their duration
- Maintain organizational records, files, and file management system
- Record meeting minutes and membership vote outcomes
- Coordinate travel arrangements and reimbursements for Members, member agency staff, and staff traveling on behalf of the organization
- Process mail and direct hard copy and electronic correspondence to pertinent CWSF/WFLC staff
- Assist with preparation of annual organizational and staff work reports

Required Qualifications and Attributes

- High School Diploma
- Must be able to legally work in the United States
- Experience in meeting planning and administrative support
- Proficiency using word processing software
- Strong attention to detail and accuracy and commitment to high quality results
- Ability to work independently or collaboratively with a team
- Proactive and creative thinker
- Professional demeanor in all contexts
- Willingness to travel overnight 10 - 20% of the time each year

Other Desirable Qualifications

- Knowledge of federal grant processes
- Knowledge of membership associations - what they are and their unique nature
- Understanding of social media - specifically, its role and best practices for business purposes
- Proficiency using presentation software, website content management systems, and/or event management and registration systems
- Proofreading skills

Application Information

E-mail your cover letter and resume to: info@westernforesters.org. Please include "Organizational Services Assistant" 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.