

FOREST TRENDS

Job Description

Title:	Research Associate, Forest Policy Trade & Finance (FPTF)
Reports to:	Associate Director, FPTF
Location:	This position is based in Forest Trends' Washington DC office. However, our office remains closed due to COVID-19, and until reopening plans are announced (expected by mid-2021), candidates must be able to work remotely.
Salary range:	\$45,000-60,000 commensurate with skills and experience. Excellent benefits package includes 401(k) employer match and generous contribution to health insurance.

Summary:

Forest Trends seeks a Research Associate to support its Forest Policy, Trade and Finance Program on topics related to forest governance, illegal deforestation, illegal conversion for agricultural commodities and associated trade. Under the supervision of program leadership, you will contribute to developing, conducting, and managing policy-relevant and innovative research.

This position is ideal for a self-starter who can prioritize competing demands, demonstrate initiative and responsibility, take ownership of a variety of tasks, and quickly become an integral member of our small team. Successful candidates will have a background conducting rigorous quantitative and qualitative analyses. They must have the flexibility to work independently with minimal oversight while ensuring that work is completed within established deadlines and have a knack for developing big picture strategies while also attending to small, but crucial, details. Proven research and data analysis skills, as well as interpersonal communication skills, are essential.

This is a full-time position (40 hours/week), based in Forest Trends' Washington, DC office. The job posting will remain open until a suitable candidate is found. Please note that prior authorization to work in the U.S. is required for this role.

About us:

Together with partners around the world, Forest Trends pioneers innovative finance for conservation - promoting healthy forests, sustainable agriculture, clean water, robust climate action, protected biodiversity, and strong communities. We publish timely research, bring together diverse actors, and apply these approaches to make a difference on the ground, often blazing trails for bold and far-reaching policies in the process to prevent the destruction that comes from badly planned, unsustainable resource allocation and development.

Our FPTF Program works across multiple sectors to create markets for legal forest products, and incentives to conserve and restore ecosystems. In doing so, we aim to enhance the livelihoods of local and indigenous forest-dependent communities and shift the economic paradigm to incentivize legal and sustainable forest management and transparent systems of governance. Our work sits at the intersection of natural resource governance, markets and trade, legal reforms, and indigenous rights. Since its creation in the early 2000s, FPTF has gained the trust of high-level government decision-makers and donors in key resource-producer and -consumer countries by producing timely data analysis with key insights on relevance for livelihoods, markets and policy impact.

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Roles and Responsibilities:

- Support FTPF research:
 - a. Conduct empirical analysis (desk review) of global patterns in illegal logging and associated trade, with focus on scale of trade, major drivers, key trade routes and supply chains, national and subnational timber trade regulations and export bans, and links to other transnational organized crime
 - b. Conduct background research and/or literature reviews for FPTF publications
 - c. Synthesize findings from full reports and desk review into shorter, targeted briefs, communications materials, and other deliverables
 - d. Edit draft reports submitted by staff and consultants
 - e. Coordinate publication process for select deliverables, working closely with FT staff and external consultants. This includes coordination of peer review processes and incorporation of reviewer feedback into manuscripts.
 - f. Conduct background research and update Forest Trends' Forest Policy Export Restrictions guide.
- Analyze, visualize, and manage trade data:
 - a. Acquire relevant data from external sources, including downloading data from online platforms and integrating purchased data into large databases
 - b. Produce charts, maps, and other visuals for FT research products and presentations using Tableau, Excel, SQL and other tools
 - c. Analyze trends in international commodity trade to inform program strategy
 - d. Manage data tool website content including coordinate with third party vendors for web/IT and graphic design for FPTF websites and webpages related to data tools
- Program coordination/support:
 - a. Draft donor narrative reports (quarterly, semi-annual, annual) with input from consultants and staff on research-focused grants.
 - b. Serve as quality control/Style Guide support for FPTF publications, formatting references, incorporate edits, and conducting final, post-formatting reviews of documents for style guide issues prior to final publication.
 - c. Coordinate services of internal or external editors or designers as workflow and budgets permit.
 - d. Coordinate publication processes to ensure timely delivery and management of responsibilities.
- Other duties as assigned.

Required Skills, Experience, and Qualifications:

- Post-graduate degree in a relevant field (forestry, economics, political science, international development, environmental science, geography)
- 2-3 years demonstrated professional experience.
- Excellent research skills, including a track record of quantitative research.

- Strong analytical, writing, and editing skills.
- Experience conducting systematic literature reviews and annotated bibliographies
- Initiative and ability for self-directed, independent work
- Exceptional organizational skills with meticulous attention to detail
- Ability to prioritize competing demands and projects in both short and long term, and perform well under pressure
- Excellent communications skills in English including the ability to write clear, concise, and grammatically correct content and ability to edit and summarize text written by others, to make complex text more accessible without compromising message and content
- Exceptional interpersonal skills; comfortable liaising with diverse array of collaborators including government officials. Ability to sense and convey contextually appropriate tone and style for formal and informal communication to individuals from various cultural backgrounds
- Committed to the mission of Forest Trends

Desired Qualifications:

- Experience conducting data visualization and management of large quantitative data sets using specialized software. Strong skills in Tableau and/or SQL preferred.
- Experience writing an academic thesis or a track record of publication in trade or research journals
- Familiarity with and demonstrated interest in resource governance, illegal logging/deforestation, and forest commodity trade issues
- Developing country work experience
- Experience with project management and team collaboration software such as Airtable, Asana, Teams, or Slack
- Proficiency in a second language

To apply:

Please send your CV, a brief cover letter with at least 2 professional references, and writing sample (2 pages maximum) to cv@forest-trends.org. Subject line must read "Research Associate, FPTF." Applications will be reviewed and interviews scheduled on a rolling basis. Please apply early. Note references will not be contacted until you are notified. Posting will remain active until position is filled.

Forest Trends is an Equal Opportunity Employer. We strongly value the leadership of people of color, LGBTQ individuals, and other traditionally marginalized communities, and encourage diverse candidates to apply.