

## FOREST TRENDS

### Job Description

Title: Associate, Forest Policy Trade & Finance (FPTF)  
Reports to: Senior Director, FPTF  
Location: Forest Trends Washington DC office

**Summary:** 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.

The Forest Policy Trade & Finance Initiative 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.

This position supports the Forest Policy Trade & Finance program (FPTF) on topics related to forest governance, illegal logging, and associated trade. This is achieved primarily through trade database management, program administration; the coordination of international events; and supporting the publication of research reports through timely editing and data analysis.

### Roles and Responsibilities:

- Trade database management
  - a. Download global trade data from UN Comtrade, Trade Data Monitor, and other sources as necessary
  - b. Clean downloaded trade data to align with existing Forest Trends database templates
  - c. Produce charts, maps, and other visuals for FT research products and presentations using Tableau, Excel, and other tools
  - d. Support in the development and maintenance of master data files
- Program administration:
  - a. Work with FPTF staff to develop consultant contracts
  - b. Receive invoices, check them for accuracy, code invoices to project codes and coordinate with FPTF staff before submitting invoices for payment. Serve as a liaison between consultants and FT staff as needed. Train consultants in proper invoice submission procedures as needed, in support of FPTF Finance Manager.
  - c. Take on other fundraising/proposal writing support, administrative and coordination tasks as requested by FPTF team
- Publications and communications:
  - a. Light editing, proofreading and formatting of FPTF reports, briefs and/or blogs.
  - b. Format references / citations.
  - c. Support Program manager in coordination of external service providers for more lengthy editing and formatting tasks, ensure quality and timely delivery.
  - d. Upload publications and announcements to FT's website; monitor newsfeeds for relevant developments to upload to FPTF website
  - e. Undertake other communications-related tasks as requested (drafting social media posts, etc.)
- Event support:
  - a. Facilitate logistics (meals, registration, travel, hotel, visa arrangements, etc.) for FT-supported major domestic and international events and meetings, in collaboration with FPTF staff
  - b. Draft and disseminate invitations and event announcements
  - c. Liaise with FT's travel agency and participants to book flights
  - d. Prepare and/or edit event documents (logistical information, participant lists, speaker bios, agenda, proceedings, etc.)
  - e. Coordinate outreach to participants before and after events, workshops and study tours
- Research and analysis:
  - a. Provide written inputs to policy briefs and reports, as assigned
  - b. Support FPTF research by conducting trade analysis, background research and/or literature reviews for FPTF publications, as assigned
- Conduct background research and to support Forest Trends' database of log export bans/forest product export restrictions

- Other duties as assigned.

**Required Skills, Experience and Qualifications:**

1. Completion of at least 4 years of college-level education; relevant work experience preferred, particularly in international event planning (including international visa requirements)
2. Strong and demonstrated Excel skills. Experience with other data analysis tools (SQL, R, Tableau, etc.) a plus
3. Exceptional organizational skills with meticulous attention to detail
4. Strong writing skills
4. Ability to prioritize competing demands and projects in both short and long term
5. Initiative and ability for self-directed, independent work
6. Excellent communications skills: ability to write clear, concise, and grammatically correct content for outreach and reporting; Ability to edit and summarize text written by others, to make complex text more accessible without compromising message and content
7. Exceptional interpersonal skills: comfortable liaising with diverse array of collaborators from across the globe and ability to sense and convey contextually appropriate tone and style for formal and informal communication to individuals from various cultural backgrounds.
8. Excellent computer skills: knowledge of formatting text and charts preferred (Microsoft Word, InDesign, other data visualization software)
9. Experience with MS Office (Word, Excel, PowerPoint); experience using a CMS preferred.
10. Must have native fluency in English. Fluency in a second language is preferred.
11. Experience living/working abroad preferred.

**Benefits:** Forest Trends offers a generous benefits package that includes a 7% (of gross pay) employer-paid contribution to a 401K account; subsidized health and dental care insurance for self and family; employer-paid life, short- and long-term disability insurance; and paid sick and annual leave.

Please send your resume and a brief cover letter to [cv@forest-trends.org](mailto:cv@forest-trends.org). Subject line must read "Associate, FPTF". Position open until filled.