



**FOREST TRENDS**  
**COMMUNITIES AND TERRITORIAL GOVERNANCE INITIATIVE**  
**TERM OF REFERENCE: ADMINISTRATIVE ASSISTANT**  
**DEADLINE FOR APPLICATIONS: SEPT 13<sup>th</sup>, 2023**

**Job description**

Title:	Administrative Assistant
Reports to:	Communities and Territorial Governance Initiative Manager
Location:	Brasília / Brazil (hybrid)
Contract type:	Part-time – 30 hours/week / contract-based
Expected beginning date:	October/2023

**Summary:**

Forest Trends seeks a person to provide administrative support to the Communities and Territorial Governance Initiative (CTGI), reporting directly to the CTGI Manager. The Administrative Assistant is responsible for performing a range of standard and complex administrative and financial-related duties to ensure the smooth functioning of all program activities.

**About Forest Trends and CTGI:**

Forest Trends is a non-governmental organization based in the United States that works to conserve forests and other ecosystems worldwide through the creation and wide adoption of a range of environmental finance, market, and other payment and incentive mechanisms. Forest Trends does so by:

- Providing transparent information on ecosystem values, finance, and markets through knowledge acquisition, analysis, and dissemination;
- Convening diverse coalitions, partners, and communities of practice, to promote environmental values and advance development of new markets and payment mechanisms; and
- Demonstrating successful tools, standards, and models of innovative finance for conservation that include indigenous and local communities.

Forest Trends' Communities and Territorial Governance Initiative (CTGI) works in Latin America, home to 50% of the world's remaining tropical forests, one quarter of which are inhabited and guarded by indigenous and local communities. We partner with these stewards to secure their rights, conserve their forests, and strengthen their cultures and livelihoods. We focus on local strategies, creating direct, measurable benefits for forest communities. Doing so also contributes to global climate goals that benefit all of us. We use a "territorial governance" approach, proven over twenty years of work with indigenous partners.

Strengthening territorial governance involves three essential pillars:

- 1) Advocacy
- 2) Economic self determination
- 3) Cultural integrity

### **Roles and Responsibilities:**

- Support all administrative functions of the program including:
  - Drafting sub-award and contracts and understanding procurement and non-procurement guidelines including donor mandated requirements;
  - Having a detailed grasp of FT Procurement and other policies and procedures, donor requirements, and their application to procurement and non-procurement actions;
  - Supporting the CTGI manager in working with consultants and collaborating organizations to maintain a shared calendar of related events/activities/due dates; and
  - Providing logistical support for program meetings, staff travel, and general administrative support.
- Support in maintaining the program's financial health:
  - Leading monthly payments to vendors and consultants;
  - Providing support to production of financial reports;
  - Supporting management of the program's financial flows;
  - Supporting the program's budget-related activities.
- Support grant management functions from the proposal process to actual management of grant awards.
  - Supporting grant proposal preparation and submission processes including budgets and supporting program-specific documentation required by donor organization;
  - Support narrative and financial reporting processes, including gathering inputs from collaborators/sub awardees who participate in grant activities to meet quarterly and annual reporting requirements;
  - Support project-level expense monitoring function by reviewing invoices for accuracy and proper documentation; and
  - Assist in the review of program- or project-level expense reports against budgets, flagging significant variations and with Program Manager, resolving lack of documentation or questionable expense items.
- Other duties as assigned.

### **Required qualifications, skills, and experience:**

- Keen interest and commitment to the mission of Forest Trends and the CTGI.
- Ability to interact and communicate effectively with a variety of people at all levels, internally and externally, in an international and multi-cultural environment.
- Minimum two years of experience in non-profit organizational management, or in a program or administrative assistant role. Ideally, this experience would encompass tasks related to financial responsibilities.
- Bachelors' degree in related field required.
- Excellent command of Excel and other Microsoft Office programs and proven ability to create budgets, reports and other documents.

- Ability to take initiative, prioritize and complete work with minimal supervision while meeting deadlines.
- Excellent analytical, writing, research, organizational and time management skills.
- Ability to organize and clearly communicate information.
- Ability to work independently and with a team.
- Fluent reading, writing, and speaking English and Brazilian Portuguese required, Spanish a plus. The position requires having meetings and writing reports in both English and Portuguese on a weekly basis.

#### Instructions for interested candidates:

Submit the following to [dbatista@forest-trends.org](mailto:dbatista@forest-trends.org) with the title “**CTGI ADMINISTRATIVE ASSISTANT POSITION**” no later than **September 13<sup>th</sup>, 2023**:

- Cover letter, maximum 2 pages-long, including:
  - Expression of interest and motivation for the posting;
  - Description of education, experience, and skills that specifically respond to indicated qualifications;
  - Proposed hourly rate for engagement.
- CV, maximum 2 pages-long

Applications will not be accepted after the indicated date. Only pre-selected candidates will be contacted. Forest Trends is proud to be an equal opportunity employer committed to fostering a diverse and inclusive workplace. Candidacies that bring diversity to the team will be prioritized.

If you have any questions, reach out to Debora Batista at [dbatista@forest-trends.org](mailto:dbatista@forest-trends.org).