

## **Job Posting**

Title: Program Administrator  
Employer: Georgia Tree Farm Program  
Job Type: Part Time  
Location: Georgia  
Location Detail: Telework, Occasional Travel  
Pay: \$20 per hour  
Deadline: October 23 (all day)  
Start Date: January 11, 2016

### **Job Description:**

The Georgia Tree Farm Program (Georgia TF) seeks a qualified individual for the position of Program Administrator. This position will manage communications with 1100+ Certified Tree Farmers in the state of Georgia and coordinate with key program stakeholders, including volunteer tree farm inspectors and state agency partners for the purpose of ensuring Georgia TF meets its core program objectives. Primary duties include maintaining Georgia TF program data, delegating and tracking tree farm inspections, and submitting quarterly and annual program reports. Additional duties will include developing program communications and promotional activities, recruiting and training tree farm inspectors, and representing Georgia TF at various in-state events and the national Tree Farm program annual conference.

### **Qualifications:**

- Bachelor's degree in forestry or related field and five years of relevant work experience.
- Proficiency in Microsoft Office applications.
- Self motivated, with superior organizational skills.
- Ability and willingness to travel in-state occasionally and out-of-state annually
- Valid Georgia driver's license and personal vehicle needed.
- Ability to work outdoors, periodically conducting tree farm inspections

### **Benefits:**

The successful applicant will be expected to work approximately 20-25 hours per week. This position offers a flexible work schedule with the ability to carry out a significant amount of the duties from home. A phone, computer, and reimbursement for personal vehicle mileage and travel expenses will be provided. The Program Administrator will report directly to the Georgia TF Executive Committee as a contractor with the Georgia Forestry Association.

### **How to apply:**

All interested candidates should submit a resume or work history to Phillip Exley at [Phillip.exley@weyerhaeuser.com](mailto:Phillip.exley@weyerhaeuser.com) by October 23, 2015.

Core Responsibilities:

- Recruit, train, and support Georgia TF inspectors.
- Ensure completion of all required inspections, which includes assignment and distribution of inspections, follow-ups with inspectors to ensure timely completion, review of submitted inspection reports, and final data entry into national ATFS database.
- Manage the Inspector Incentives Program.
- Provide support for national ATFS audit of Georgia TF.
- Liaison between national ATFS office and Georgia.
- Represent Georgia TF at the annual National Leadership Conference and GFA Annual Meeting.
- Seek out, secure, and administer grant opportunities.
- Oversee additional fund raising opportunities if required.
- Manage Georgia TF communications including authoring articles for Georgia Forestry Today magazine, developing Georgia TF literature/brochures/etc., emailing current certified tree farms with updates/announcements/etc., and developing special event promotional materials independently or with assistance from graphic designers/printer/etc..
- Coordinate landowner workshops including the planning, publicity, invoicing sponsors, registration, etc.
- Present Tree Farm progress reports to various partner organizations including the Georgia Forestry Association Board of Directors and Georgia SFI State Implementation Committee