

**Job Title:** Experience Coordinator  
**Reports to:** Experience Director  
**Status:** Salaried/Full-Time  
**Salary:** \$50,000 - \$60,000  
**Position Close Date:** February 7, 2023



## Overview

World Forestry Center, a non-profit organization located in Portland's Washington Park, seeks an Experience Coordinator to support the organization's public programming. For over half a century, World Forestry Center has been at the intersection of people and forestry. Our mission – to create and inspire champions of sustainable forestry – is centered on people. Our focus is not on forests alone, but rather on how people think, act, and relate to them.

We are working to calibrate all our programs and exhibits to inspire the broad social action needed to drive sustainable forestry solutions at a meaningful scale. We aim to change how society understands and interacts with our forests. This work will require engagement and trust, built through in-person and virtual programs and immersive, emotionally compelling exhibits that move the public from understanding to action.

## Position Summary

We are in the early stages of implementing our long-term strategy to transform our organization, our programs, and our campus. As we work to calibrate our programs and exhibits to our new vision for the future, we are seeking an experienced and versatile professional to join our programs team.

A successful candidate should possess drive, flexibility, a thirst for collaboration, and a skill set for managing multiple programs simultaneously. This role requires a combination of strategic thinking, project management, and hands-on execution. We are looking for a self-motivated individual who enjoys developing, coordinating, and delivering educational programming to public audiences. This position will support the Experience Director in the day-to-day management of public programs and work closely with professional programs, facilities, events, communications, and development staff.

## Key Responsibilities

- Collaborate with our programs team, museum staff, and external stakeholders to conceptualize, develop, and execute in-person and virtual experiences that engage society in critical issues impacting the health of our forests and communities.
- Coordinate logistics for in-person events and programs, including scheduling, budgeting, and resource allocation.
- Initiate and sustain public engagement beyond our campus by coordinating the delivery of new public programming.
- Cultivate collaboration with community-based organizations, content experts, and other mission-aligned partners in and outside of forestry.

- Support the Experience Director and external stakeholders in reimagining the design and function of World Forestry Center's on-site public experiences.
- Support the Experience Director and Development team with coordinating the development and submission of federal and foundation grant proposals and reports.
- Support museum staff to ensure that every aspect of the public's on-campus experience aligns with World Forestry Center's strategic objectives.
- Represent World Forestry Center and its mission.

## Qualifications and Experience

- Minimum two years' experience in public programming, education, or project management at an educational, cultural, or other public attraction setting.
- Preferred background developing and delivering new and effective programming designed to increase understanding of complex issues and drive action among the general public.
- Preferred knowledge of local and/or global issues affecting forests and natural resources generally, although not required.
- Familiarity with the interpretation and delivery of scientific, policy, and/or cultural concepts for the general public.
- Excellent project management, communication, and organizational skills with an ability to prioritize and manage multiple needs and expectations at any given time.
- Demonstrated ability to work in a fast-paced environment, meet concurrent deadlines, organize time and priorities, and do so in collaboration with diverse stakeholders.
- Ability to collaborate productively with colleagues in support of common goals.
- Ability to communicate effectively and respectfully in person, on the phone, and via email with partners, advisors, colleagues, and the public.
- Detail-oriented and can manage projects from inception through execution.
- Strong verbal and written communication skills.
- Demonstrated commitment to advancing equity.
- Self-aware and comfortable working in teams with varying gender, racial, socio-economic, ability, sexual orientation, and cultural identities.
- Passion for the mission of World Forestry Center with a commitment to its core values.
- Passion for affecting positive social change.

## Position Requirements

- This hybrid position requires in-person office availability and allows for remote work.
- Frequent computer and phone usage and occasional extended periods of standing and sitting.
- Attend occasional meetings and external and staff events that may take place in the evening or on weekends.
- For the safety of our staff and visitors, World Forestry Center employees are required to be vaccinated against COVID-19.

## Benefits

World Forestry Center offers a generous benefits package, including comprehensive medical, vision, and dental insurance. Employees start with 20 paid vacation days and 12 paid sick days in their first year, with the addition of 13 paid holidays. World Forestry Center offers a matched 401k plan. Employees have access to professional development and education opportunities and a Reciprocal Employee Attractions Pass – valid for unlimited free general admission for two at 25 Oregon cultural attractions.

## Application Instructions

Please submit your application via email to Tim Hecox at [tnhecox@worldforestry.org](mailto:tnhecox@worldforestry.org). Your application should include a cover letter and resume in PDF format. Please reference the job title in the subject line of the submission email.

We recognize that experience can be gained in various ways: professional, education, volunteer, and through other expertise. Please do apply if you are interested in this position but think you may not meet all the above criteria. We encourage applicants to highlight transferable experience in their cover letter.

*World Forestry Center is an equal opportunity employer and does not discriminate in its selection of candidates for employment based on race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations.*