



Forest Certification Specialist

Forest Operations

Company	F&W Forestry Services, USA
Business Unit	Forest Operations
Office Location	TBD
Job Title	Forest Certification Specialist
FLSA Classification	Exempt, Administrative
Employment Classification	Full-time employee
Supervisor	Certification Manager

POSITION SUMMARY

The Forest Certification Specialist supports the administration and ongoing management of F&W Forestry Services' group forest certification programs under the Sustainable Forestry Initiative (SFI), Forest Stewardship Council (FSC), and American Tree Farm System (ATFS) standards. The position assists the Certification Manager with client onboarding and conformance documentation, third-party audit preparation and participation, annual reporting, member records, and the development and delivery of certification-related training for F&W staff. The Forest Certification Specialist also interacts with clients, stakeholders, and colleagues to provide timely, high-quality certification services and supports business development activities related to certification services.

ESSENTIAL FUNCTIONS

- Develop and maintain comprehensive working knowledge of SFI, FSC, and ATFS forest certification standards and program requirements.
- Prepare and maintain conformance materials and documentation required to support certification, including client onboarding materials (management plans, assessments, consultations), and company policies and procedures related to the certification programs.
- Assist with preparation for third-party audits by compiling and organizing documentation for auditor review.
- Participate in third-party audits while demonstrating a working understanding of applicable certification requirements.
- Maintain accurate member rosters for all certification groups and prepare required annual reports for certification bodies.
- Train F&W staff on forest certification program requirements and develop supporting training materials, newsletters, and other communications as needed.
- Maintain a strong working knowledge of F&W standard operating procedures (SOPs), forestry best management practices (BMPs), and forestry-related tools and computer programs.
- Provide clients and colleagues with timely, accurate, and high-quality certification-related information and services.
- Communicate effectively with clients, stakeholders, contractors, and colleagues and maintain positive professional relationships.
- Interact directly with existing and prospective clients, provide information about available services, prepare quotes for services, and support the development of new certification-related business.
- Meet with prospective clients and establish professional relationships that support business development and client service objectives.



- Maintain the confidentiality of client information and demonstrate professional conduct and appropriate business appearance.
- Maintain the appearance and working order of any assigned company vehicle and operate company vehicles safely.
- Maintain a valid driver's license and an insurable driving record.

EDUCATION AND EXPERIENCE

- Associate or bachelor's degree in forestry.
- Minimum of four years of experience in forestry operations.
- Bachelor's degree plus eight years of experience in forestry operations is preferred.

KNOWLEDGE, SKILLS AND COMPETENCIES

- Working knowledge or the ability to develop working knowledge of F&W's certification programs and the SFI, FSC, and ATFS standards.
- Working knowledge of forestry operations, F&W SOPs, forestry BMPs, and forestry-related tools.
- Ability to operate forestry-related computer programs.
- Strong written and verbal communication skills appropriate for interaction with clients, stakeholders, contractors, certification bodies, auditors, and F&W staff.
- Ability to organize and maintain accurate certification records, reports, audit documentation, and program materials.
- Ability to develop and deliver training materials and explain certification requirements to employees and other stakeholders.
- Strong client-service orientation, including the ability to provide information and services in a timely and cost-effective manner.
- Ability to work effectively in both office and field environments and manage responsibilities that may require regional or national travel.
- Registration or licensure as a forester is required where available in the employee's state.
- SAF Certified Forester or ACF designated forester credentials are encouraged.

SUPERVISORY RESPONSIBILITY

This position currently has no supervisory responsibility.

WORK ENVIRONMENT

This position includes both office and field work. The employee must be comfortable working for extended periods in either environment.

PHYSICAL REQUIREMENTS

- Ability to traverse several miles over uneven and, at times, difficult terrain.
- Ability to perform office-based and field-based work for extended periods.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

EXPECTED HOURS OF WORK

This is a full-time position. Regular work hours are Monday through Friday, 7:00 a.m. to 5:00 p.m. Occasional evening and weekend work may be required as job duties demand.



TRAVEL

Local travel is required as needed. Regional and national travel is required for third-party audits, typically at least two to three times per year, and may also be required for internal audits or training.

CONTACT

Submit all resumes/cover letters via email to apply@fwforestry.com