



Connecting people to the land since 1895

16 Meriden Road
Rockfall
Connecticut 06481-2961
Tele: 860-346-TREE
www.ctwoodlands.org

Education Contractor – Master Woodland Manager Program Support (10 hours/week)

We encourage you to apply for this job opportunity if you are interested in working...

- at a positive, mission-focused, non-profit conservation organization;
- with a team dedicated to getting people outdoors, conserving forests, parks and our statewide network of Blue-Blazed Hiking Trails; and
- as part of an organization dedicated to the principles of JEDI - Justice, Equity, Diversity and Inclusion.

Connecticut Forest & Park Association (CFPA) is a nonprofit passionate about protecting our state's forests, parks, trails, and open spaces, so that future generations can enjoy Connecticut's natural beauty as much as we do today. CFPA is a welcoming community dedicated to connecting people to the land, and we're committed to fostering a diverse and inclusive team. We believe that a variety of perspectives strengthens our mission and our impact.

Position Summary

CFPA is seeking a detail-oriented and organized contractor to support the administration of the nationally recognized [Connecticut Master Woodland Manager \(MWM\) Program](#). This role focuses on coordinating program logistics, maintaining communication with participants and instructors, and helping ensure a smooth and engaging experience for all involved.

You'll work closely with the Education Director and Education Assistant to support the planning and delivery of this flagship adult education program, which connects woodland owners with the knowledge and tools to steward their land.

This is a part-time contract position (10 hours/week) with a flexible schedule.

Reports to: Education Director

Primary Responsibilities

- Serve as administrative support for the Connecticut Master Woodland Manager (MWM) program
- Coordinate program logistics, including scheduling sessions, confirming locations, and organizing materials
- Maintain regular communication with program participants and instructors, ensuring timely and clear information sharing
- Collaborate with program partners and instructors to develop, schedule, and update program content
- Track and maintain participant information, ensuring records are accurate and up to date
- Assist with registration, attendance tracking, and general program coordination
- Support program evaluation efforts, including collecting and organizing participant feedback
- Travel to occasional programs across Connecticut (mileage reimbursed if applicable)
- Provide general administrative support to the Education Director and Education Assistant as needed

Preparation and Knowledge

- Strong organizational skills and attention to detail
- Experience with program coordination, administration, or event planning
- Excellent written and verbal communication skills



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- Ability to manage multiple tasks and timelines simultaneously
- Comfort working independently and as part of a collaborative team
- Interest in forestry, natural resources, conservation, or environmental education

Preferred (but not required):

- Familiarity with woodland management, forestry, or land stewardship concepts
- Experience working with adult learners or volunteer-based programs
- Proficiency with tools such as Microsoft Office, Google Workspace, registration platforms (e.g., Eventbrite)

Compensation & Schedule:

- Hourly contract position. Rate is \$20/hour.
- Approximately 10 hours per week, with flexibility based on program schedule
- Some evening availability may be helpful depending on program sessions
- Primarily remote, with occasional in-person support across the state as needed

CFPA is an equal opportunity and affirmative action employer. CFPA provides equal employment opportunity and prohibits discrimination against all employees and applicants for employment based upon race, color, sex, gender, religion, creed, national origin and ethnic origin, age, citizenship, status as a perceived or actual victim of domestic violence, disability, marital status, sexual orientation, status as a Vietnam Era or disabled Veteran, or any other legally protected status.

To Apply:

Please submit resume and cover letter in one .pdf document via email to emerow@ctwoodlands.org with the subject line reading “*MWM Program Support Contractor*”. Position is open until filled. No phone inquiries, please.

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Position posted April 8th, 2026