

JOB ANNOUNCEMENT

HEIRS' PROPERTY FORESTRY ASSISTANT

The Mississippi Center for Justice ("MCJ") seeks a Forestry Assistant. The Forestry Assistant will work as part of the Heirs' Property Campaign in support of MCJ's legal and policy advocacy.

MCJ is a nonprofit, public interest law firm committed to advancing racial, social, and economic justice statewide. Our lawyers work with community leaders to support their social justice campaigns and to channel the energies of the legal community to combat discrimination and poverty. With offices in Jackson, Biloxi, and Indianola, we seek systemic solutions that support a fair and just criminal justice system for juveniles and adults, protect the rights of consumers, secure access to healthcare, protect voting rights for all, and make fair and affordable housing available for all Mississippians.

Position Summary

As a full-time employee based in Jackson, Mississippi and reporting to the Director of MCJ's Heirs' Property Campaign, the Forestry Assistant will provide landowner outreach, event coordination, and administrative support to the Forestry Team by maintaining the physical records of the forest landowner participation, entering landowner data, and scheduling educational and outreach events. The position also requires full participation in community outreach efforts and events, which may include occasional evening and weekend work.

Job Responsibilities

The Forestry Assistant's job duties will include the following:

- Performs a variety of responsible administrative duties that may include establishing and/or maintain filing systems and appointment calendars, tracking the forestry budget, answering inquiries over the phone or in person, and managing administrative details with minimum direction;
- Enters new applicant and current client data/information into network database and other tracking systems. Conduct property record searches on new landowners as appropriate to ensure accurate entry in database;
- Ensures that data on landowner USDA NRCS program applications, contracts, and practice implementation are probably entered into the database and documents program payments;
- Collaborates with Director of Heirs' Property to determine forestry outcomes in new grants and to assist in grant reporting;
- Types and prepares correspondence for signatures of foresters to insure all forestry documents and enclosures are in proper processing order and grammatically correct, as well as independently composing general correspondence;
- Coordinates (approved) landowner contact/maintenance procedures;
- Coordinates logistics for landowner educational seminars/workshops and outreach events, along with the outcome tracking and reporting of these events;

- Assists (as a liaison for the forestry team) Outreach Team with landowner engagement, partner development, and educational outreach; as the needs arise;
- Handles important documents for forestry team foresters;
- Operates a variety of office machines;
- Performs duties that relate to community outreach and MCJ events which may include some weekend or afternoon work;
- Distributes Heirs' Property literature and brochures throughout the State; and
- Additional duties as assigned or requested by the Director of Heirs' Property Campaign.

Qualifications

- Minimum education required is an Associate's Degree in Business Technology or a related field with at least five (5) years of administrative experience or equivalent; Bachelor's Degree is preferred.
- Experience in case management, customer relationship management system, and tracking software.
- Ability to conduct and schedule appointments, trainings, interviews, and community forums.
- Possesses capability to deal with individuals from various backgrounds including clients/participants and agency personnel.
- Possesses a valid Mississippi driver's license.
- Willingness to learn the laws and regulations relative to forestry, heirs' property, and real property.
- Excellent written, interpersonal, and verbal communications skills
- Excellent organizational skills, detailed oriented, strong time-management skills
- Self-starter who is able to multi-task and meet deadlines
- Ability to work independently and also within a team
- Exercises good judgment in following MCJ's standards and does not deviate from the standards
- Proficient in Microsoft Word, familiar with Microsoft Office Suite
- Commitment fiscal responsibility and to MCJ's racial, economic and social justice mission

Salary/Benefits

Salary is competitive and dependent on experience. The Mississippi Center for Justice offers a generous package that includes medical, life, and dental insurance, generous leave, participation in a retirement savings program, and other benefits.

To Apply: Please send a brief letter of interest and a resume to:

Andrea' Barnes, Director of the Heirs' Property Campaign
abarnes@mscenterforjustice.org

Please, no telephone inquiries.

The position will remain open until filled.

The Mississippi Center for Justice is an Equal Opportunity Employer. We value a work place that is diverse in race, gender, economic status, age, geographic origin, sexual orientation, and other differences that enrich our organizational culture.