

## **Position: Rural and Mountainous Development Program Manager**

### **Armenia Tree Project Charitable Foundation**

#### **Yerevan, Armenia**

*The position is located in Yerevan, Armenia – speaking both Armenian and English is preferred. Reporting to the Yerevan Director and the Forestry Director, the position is open as of April 2010.*

### **Armenia Tree Project Charitable Foundation**

Armenia Tree Project Charitable Foundation ([www.armeniatree.org](http://www.armeniatree.org)) conducts vitally important environmental projects in Armenia's impoverished and deforested zones. Since 1994, ATP has made enormous strides in combating desertification in the biologically diverse Caucasus region. Major initiatives include planting trees in urban and rural sites, environmental education and advocacy, and community socioeconomic development and poverty reduction.

With a staff of over 120 in Armenia, millions of trees have been planted and restored, and hundreds of jobs have been created for Armenians. The Yerevan branch manages three state-of-the-art nurseries and two environmental education facilities, partners with villagers to create tree-based micro-enterprise opportunities, creates urban green belts for public use, restores degraded forest lands, and employs hundreds of part-time workers to plant new forests.

### **Job Description**

The Rural and Mountainous Development Program Manager oversees the planning, implementation, and evaluation of tree production and planting for reforestation purposes, including large scale nurseries and the backyard nursery program. Community Development responsibilities include the oversight of local orchards established by ATP and collaborations with local and regional officials as well as international organizations to enhance the social and economic standing of rural communities.

### **Primary Responsibilities**

- Directly supervise the staff of the Rural and Mountainous Development program
- Oversee the management of the Mirak Reforestation Nursery in Margahovit
- Oversee Backyard Nursery tree production in the Getik River Valley
- Plan and manage the planting of all trees for reforestation purposes
- Establish and maintain professional and productive relationships with local community members, leaders of local communities, regional officials, and local/regional representatives of Hyantar

- Oversee community development and poverty reduction programming in villages
- Participate as a member of the Management Team

### **Qualifications**

- Advanced university degree in Management, behavioral/social sciences, economic development, or related field
- Intimate familiarity with local customs, procedures, and business practices
- Analytical thinking skills, problem solving abilities, goal oriented, self-motivated to excel
- Strong management and leadership skills
- Excellent written and verbal communication skills
- Tri-lingual in Armenian, Russian, and English
- Ability to relate well to a wide range of individuals, including local residents, regional and national officials, and international representatives
- Ability to work well as a team member and solve problems in early stages while considering multiple perspectives and points of view
- Four years experience in program management and administration
- Computer skills – MS Office, Excel
- Excellent driving skills in mountainous regions
- Willingness to travel to rural program sites on a weekly basis

Salary is commensurate with relevant education and experience, and based upon local market ranges.

### **How to Apply**

Please submit cover letter, CV, and three references to ATP Administrative Manager Anna Gevorgyan via email at [anna@armeniatree.org](mailto:anna@armeniatree.org) and to ATP Executive Director Jeff Masarjian via email at [info@armeniatree.org](mailto:info@armeniatree.org).

Please clearly indicate the position you are applying for.

- Revised March 17, 2010