

What if you put your energy into a positive impact job ?

CONTEXT

In a context of strong growth and internationalization, Reforest'Action has deployed a **team of project officers around the world** responsible for researching, qualifying and managing projects. To coordinate these growing teams, Project Officers Coordinators guide and accompany them.

Therefore we are looking for a **Project Officers Coordinator** to join the team.

YOUR KEY MISSIONS

Reporting to the Project Officer Manager, your main missions will be the following ones:

- **Coordination of Project Officers**
 - Ensure Project Officer assignment on the project in their country / region.
 - Ensure that Project Officers provide quality documentation. This includes timesheets, expense reports, monthly invoices, etc.
 - Establish an effective framework to standardize the activities of the Project Officers.
 - Train new recruits
- **Data quality management**
 - Ensure quality organization: monitor the organization, archiving documents; monitor the proper filling of data on Salesforce and Kobocollect.
- **Sourcing**
 - Ensure selection of classics, carbon and regenerative agriculture leads that meet strategy and business expectations.
 - Participate in or support exchanges between potential project implementers and Project Officers.
- **Project management support**
 - Support the Project Officers in the management of classics projects. This includes support for the coordination of their field missions, participation in exchanges with the project implementer and occasional support for the revision of various project documents and reports.
 - Support the Project Officers in the qualification process of the carbon. This includes participating in exchanges with the project implementer and providing ad hoc support for the review of various documents and deliverables.
- **Inter-pole relations**
 - Enable the Business and communication team to have a better knowledge of the projects. In particular, this involves supporting exchanges with clients, drafting summary documents as well as supporting the organization of field missions at the client's request.

PROFILE

Qualifications and experiences

- Master degree – international development study, forestry, agronomy
- 2-3 years experience in project management
- Fluent in English & French (mandatory)

Your skills & attitudes

- Soft skills : Teamwork, autonomy, rigor, organizational skills, kindness, leadership, openness
- Hard skills : GIS, mastery of IT tools, project management, knowledge forestry/agronomy issues

ABOUT REFOREST'ACTION

• Mission

Reforest'Action is a **B Corp** certified company whose mission is to **preserve, restore and create (agro)forestry ecosystems** around the world to help address climate change and biodiversity loss. To achieve this, Reforest'Action supports and develops projects that generate ecosystem services that are monitored and assessed over time. Since its inception in 2010, Reforest'Action has implemented more than **1,300 projects** in **43 countries**, mainly through funding from over 3,000 companies.

As a fast-growing company, Reforest'Action aims to restore and regenerate **1 million hectares** of (agro)forestry ecosystems by 2030, thereby contributing to the global forestry goals.

By providing nature-based solutions that meet the objectives of corporate model transformation, consistent with their carbon strategies, Reforest'Action aims to contribute to the transition to a **regenerative economy**.

• Team & values

We are a team of **70 diverse and passionate employees**, committed throughout the world; we are looking for talents who share the values of **openness, care** and **humility** that we strive to embody on a daily basis, in all our initiatives.

• Recruitment process & useful information

After a first interview with a member of the HR team, you will also meet with members of your future team. During this process, we will make every effort to make ourselves available to answer all your questions and to be transparent and constructive in our feedback and exchanges.

- Position based in Rueil Malmaison (near RER A train station)
- Company contribution to Navigo pass and lunch card
- Work from home possible

• Diversity

Reforest'Action wants to create an **inclusive and diverse** team. We respect and appreciate the **asset** and diversity of cultures, skills and experiences; we consider candidates from all backgrounds, **without discrimination** based on gender, age, disability or religion.

Join us! Send your CV and cover letter to recrutement@reforestaction.com

Unless you object, the applications received will be kept for 2 years.