



Loggers Education to Advance Professionalism (LEAP)

LEAP Program Coordinator Position Description



Position Overview

Vermont Woodlands Association is seeking a part-time LEAP (Logger Education to Advance Professionalism) Program Coordinator to lead and support the statewide LEAP Vermont program. The LEAP Program Coordinator oversees the day-to-day operations of the LEAP program and helps ensure the continued relevance and integrity of LEAP certification. This role coordinates educational workshops and events, supports program communications and administration, and works closely with loggers, instructors, partners, the LEAP Advisory Committee, and VWA leadership.

About LEAP Vermont

LEAP (Logger Education to Advance Professionalism) Vermont is dedicated to enhancing the professionalism, safety, and sustainability of Vermont's logging industry. Through high-quality educational workshops, certification programs, and ongoing learning opportunities, LEAP equips loggers with the knowledge and skills needed to implement responsible forest management practices that promote forest health, environmental sustainability, and worker safety. LEAP also supports loggers in navigating regulatory requirements, adopting best practices, and engaging in sustainable timber harvesting while fostering a culture of professionalism and safety. In January 2026, LEAP became a program of the Vermont Woodlands Association (VWA), advancing VWA's vision of supporting forest stewardship, from landowner to logger.

Key Responsibilities

1. Program Administration

- Oversee day-to-day operations of the LEAP Program, ensuring smooth and effective program delivery and communication.
- Maintain accurate records, including workshop attendance, certifications, and program evaluations.
- Coordinate invoicing, payment processing, and financial tracking in collaboration with VWA staff and the bookkeeper.
- Identify and pursue sponsorship opportunities, particularly in support of workshops and events.
- Collaborate with the Executive Director on budget planning and financial oversight to support program sustainability.

2. Educational Program Delivery

- Plan, organize, and coordinate educational workshops and events for Vermont loggers.
- Collaborate with instructors, partners, and sponsors to develop relevant, high-quality programming.
- Manage workshop logistics, including venue coordination, equipment needs, and participant materials.
- Evaluate program effectiveness through participant feedback and support continuous improvement.

3. Communication and Outreach

- Serve as the primary point of contact for the LEAP community, including loggers, instructors, and industry partners.
- Manage LEAP-related website content and coordinate regular LEAP e-newsletters to share certification updates, upcoming workshops, and relevant industry information.

Position Qualifications

- Experience in program administration, event coordination, or educational program management.
- Strong organizational, communication, and relationship-building skills.
- Comfort with database systems and online communication tools.
- Ability to work independently, manage competing priorities, and meet deadlines.
- Knowledge of forestry, logging, or natural resource management preferred.

Work Environment and Schedule

Flexible, part-time position, up to 20 hours per week, with hours increasing during peak workshop seasons (March- June).

This position may be remote or based in Vermont Woodlands Association's Montpelier office, with in-person attendance required for workshops and events held across the state.

Requires attendance at in-person workshops and events, including occasional evenings and weekends.

Compensation

Compensation is based on experience and qualifications.

How to Apply

Interested candidates should submit a resume and cover letter to Kate Forrer, Executive Director, at director@vermontwoodlands.org **by January 26, 2026**.