



# SUSTAINABLE FORESTRY INITIATIVE

SFI-00001

**Position:** Conservation Partnerships Coordinator

**Supervisor:** Chief Conservation Officer

**Location:** Flexible in Canada (Remote)

**Status:** Temporary (12-18 month maternity leave coverage), Full-time, Non-Exempt from Overtime  
*Possibility for extension depending on funding and performance*

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At the Sustainable Forestry Initiative® Inc. (SFI), we believe that sustainable forests are critical to our collective future. SFI® is a sustainability leader through our work in **standards, conservation, community, and education**. As an independent, non-profit organization, we collaborate with our diverse network to provide solutions to local and global sustainability challenges. SFI works with the forest sector, brand owners, conservation groups, resource professionals, landowners, educators, local communities, Indigenous Peoples, governments, and universities. SFI Inc. is governed by an independent three-chamber board of directors representing environmental, social, and economic sectors equally. This position supports the SFI Conservation team by providing critical support across SFI's Conservation Programs. The coordinator will help manage team agendas, aid in tracking projects, and help develop communications to facilitate the work of the Conservation team and external groups. The coordinator will also conduct periodic research for the team, monitor developments in conservation, sustainability and related policy, and track the status of team collaborations. This position assists in tracking consulting contracts and grant giving; aids in event management for the team and provides general administrative support as needed.

This position will commence as soon as possible, to facilitate training, but will partially cover a 12 to 18 month maternity leave scheduled to start late November 2021. Additionally, SFI is constantly growing and there is potential for continued employment following the maternity leave period.

This position is partially funded through support from the Natural Resources Canada's Science and Technology Internship Program (Green Jobs).

## **ESSENTIAL JOB FUNCTIONS:**

- Support internal and external meetings, track progress on key initiatives, aid in creation of notes, minutes, briefing notes and other communications.
- Support the conservation team in the development of presentations and materials relative to sponsorship, attendance and speaking at tradeshows, conferences, workshops, and other opportunities. Occasionally may be called on to staff SFI sponsored booths and similar engagements at conferences and tradeshows, when business travel functions resume.
- Administer SFI Conservation Grants, including tracking status of contracts and payments, managing notifications relative to the annual Request for Proposal process, tracking contract negotiations, and aiding the team in managing project reporting, related deliverables, and other tasks as needed. Coordinate with the other pillars in grants administration to seek efficiencies and maximize impact where possible.
- Collaborate with the Communications team to promote SFI Conservation research and partnerships. This includes support for research, writing, development and management of webinars, and other tasks as needed.
- Manage and track partner lists on behalf of the Conservation team, including Sounding Board invitations, Conservation Grant RFP notifications, Webinar invitations, and other partner contact lists as needed.
- Manage project and time tracking systems for the conservation team to ensure that the team has ready access to deadlines, project timelines, etc. and ensure that these are regularly updated and managed to ensure efficient engagement of team members, and advancement of priority projects and outcomes.

## **ELIGIBILITY REQUIREMENTS:**

This position is partially funded partly through support from Natural Resources Canada's Science and Technology Internship Program (Green Jobs). To be eligible for this position, candidates must:

- Be between 15-30 years old at the start of employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

## **QUALIFICATIONS/PERSONAL CHARACTERISTICS:**

The ideal candidate will bring:

- Demonstrated ability to be a problem solver and a utility player.
- Ability to assimilate information from a variety of sources, analyze information and make recommendations for appropriate actions as necessary.
- Ability to develop and implement clear written, oral and online communications linked to meeting business objectives, conveying program objectives, etc. This may include position/policy papers, internal and external communications, news releases, articles, brochures, webinars, websites, promotional and technical literature, etc.
- Excellent interpersonal, listening and communication skills.
- Ability to work cooperatively and strategically in a team environment with all levels of stakeholders or independently as required.
- Strong project management skills including attention to detail, development of timelines, deadlines and aiding in assembling and disseminating work products. Experience in grant management a plus.
- General computer skills (Microsoft Office 365) are required
- Ability to manage multiple high-visibility projects simultaneously in fast-paced environment.
- Ability to travel, when business travel functions resume. Up to 10% travel.

## **EDUCATION/EXPERIENCE REQUIREMENTS:**

- College or University degree in natural resources, environmental management/policy, or related field
- At least 1 year of experience in natural resource, conservation, sustainability or related fields
- Knowledge of forestry issues and forest certification is an asset.

## **HOW TO APPLY**

To apply for this position, email a resume and cover letter to the attention of Rachel Hamilton, Sr. Coordinator, Conservation Partnerships at [careers@forests.org](mailto:careers@forests.org). Subject line should say "Application: Conservation Partnerships Coordinator". Applications will be accepted until September 1, 2021, or until the position is filled.

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SFI Inc. is proud to provide our employees with a collaborative, dynamic, and rewarding professional experience, with a competitive compensation and benefits package and growth opportunities. We are committed to creating a diverse environment and being an equal opportunity employer. Our team represents a broad range of cultures, education, disciplines, and work and life experiences, and we strive to leverage these differences in our daily work. We will not discriminate against any employee or applicant on the basis of race, color, national origin, religion, age, gender, gender identity or expression, sexual orientation, disability, or any other protected characteristic. We believe in creating an empowered and supportive team that is committed to advancing sustainability through forest-focused collaborations. Learn more about [SFI Staff Culture](#).