



PLT is an initiative of SFI 

Position: Human Resources Program Manager

Supervisor: VP, Education

Location: Flexible within Canada

Status: Full-time, Exempt from Overtime, Fixed Term (through March 31, 2022)
Possibility for extension depending on funding and performance

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.

Project Learning Tree Canada (PLT Canada) is committed to using the outdoors to engage youth in learning about the world around them—in rural, Indigenous and urban communities—and advancing environmental literacy, stewardship and career pathways using trees and forests as windows on the world. PLT Canada is an initiative of the Sustainable Forestry Initiative® (SFI). Since 2018, PLT Canada has placed over 3,700 youth into Green Jobs across 12 provinces and territories by supporting over 200 employers in the Sustainable Forestry Initiative and Canadian Parks Council networks. In addition to job placements, we offer a high-quality mentorship program for youth and forest and conservation sector professionals, we provide opportunities for youth to attend networking events and training workshops, and we also offer a wide variety of career resources via our website. In addition to our career programming, we also develop environmental education materials for parents and educators.

The Human Resources Program Manager is a member of the Education/Career Pathways pillar, but also plays an integral role in the Finance and Operations department. The Manager supports our efforts to embed diversity, equity, inclusion, and accessibility within Project Learning Tree Canada programming and human resources functions throughout the organization. This includes developing important programming and resources for our network of employers that support building a diverse and resilient workforce. The Manager also fulfills internal human resources functions in Canada, including leading recruiting efforts, managing onboarding & orientation for new hires, ensuring positive employee relations, and other HR functions.

ESSENTIAL JOB FUNCTIONS:

- Provide support and advice to green jobs employers funded by PLT Canada on a variety of employment and human resources issues that include building diversity through recruitment, retention, and advancement strategies.
- Develop and deliver training tools including video sessions for Green Jobs Employers & staff, including but not limited to:
 - Forest literacy training
 - Diversity, Equity and Inclusion training
- Manages the recruitment and interview process for open Canadian positions.
- Supports employee on-boarding, enrollments, and terminations.
- Provides services to employees by answering employee requests and questions.
- Ensures compliance with all Canadian employment laws.
- Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None

PHYSICAL DEMANDS / TRAVEL REQUIREMENTS:

Physical requirements include ability to work from a desk at a computer for prolonged periods of time; occasional lifting/carrying of up to 15 pounds. Subject to sitting, standing, reaching, walking, twisting, and kneeling to perform the essential functions.

This position requires occasional domestic and/or international (US) travel, up to 15% of time.

REQUIRED QUALIFICATIONS:

- Post-secondary diploma or degree in human resources or related field, or equivalent combination of education, experience and training that provides the required knowledge and skills
- 3-5 years experience in human resources in Canada
- 2 years experience in developing and delivering employer training programs
- Certificate in DEI considered an asset
- Experience working with government funding
- Experience advising employers on diversity, equity and inclusion (DEI) programming
- Demonstrated knowledge of human resources principles, practices, and procedures
- Working knowledge of Canadian federal and provincial employment law
- Unquestionable integrity, professionalism, and ability to maintain confidentiality
- Excellent written and verbal communications skills
- Excellent interpersonal skills, ability to work with diverse partners, viewed by colleagues as professionally accessible and willing to help
- Excellent organizational skills, with close attention to detail and proven ability to meet deadlines
- Ability to be resourceful and proactive in dealing with issues that may arise
- Ability and willingness to provide support across the organization, and is seen as accommodating and service-oriented
- Ability to manage multiple priorities concurrently in a fast-paced environment, handling tasks with diplomacy, tenacity, patience, and a drive for results
- Experience with Microsoft Office 365

PREFERRED QUALIFICATIONS:

- CHRP or similar HR certification preferred
- Experience in the forestry or natural resources sectors a plus
- Experience using Zoom, or related software
- Preference will be given to qualified Indigenous (First Nation, Inuit, Métis) candidates.

HOW TO APPLY

To apply for this position, email a resume and cover letter to the attention of Julia Hershberger, Sr. Operations Manager, at careers@forests.org. Subject line should say "Application: Human Resources Program Manager". Applications will be accepted until September 30, 2021, or until the position is filled.

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](#) and read our [Diversity, Equity and Inclusion Policy](#).