



SUSTAINABLE FORESTRY INITIATIVE

SFI-00001

Position: Online Learning Intern

Supervisor: Manager, Professional Development and Instructional Design

Location: Flexible in Canada

Status: Fixed Term, Non-Exempt from Overtime

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 (PLT) is an initiative of SFI and seeks to advance environmental literacy, stewardship, and career pathways using trees and forests as windows on the world. It helps develop students' awareness, knowledge, and appreciation of the environment, builds their skills and ability to make informed decisions, and encourages them to take personal responsibility for sustaining the environment and our quality of life that depends on it. Since 1976, PLT has trained over 775,000 educators to help 140 million students learn how to think, not what to think, about complex environmental issues. PLT works closely with a network of partners in all 50 states, DC, and internationally, including one or more "PLT State Coordinators" who deliver PLT professional development workshops at the local level through a network of PLT Facilitators.

The Online Learning Intern advances SFI's mission by supporting its online learning and professional development initiatives. This work will help grow SFI's online offerings to educators (classroom teachers and nonformal educators), natural resource professionals, PLT State Coordinators and PLT Facilitators. This position reports to and works closely with SFI's Manager, Professional Development and Instructional Design.

This position is funded through support from the Science and Technology Internship Program (Green Jobs). The internship opportunity may range from 6-9 months based on experience and qualifications, and must end by March 31, 2022.

ESSENTIAL JOB FUNCTIONS:

- Develop online courses and job-aid documents to educators, natural resource professionals, PLT State Coordinators, and PLT Facilitators.
- Assist in the analysis, design, implementation, and evaluation of online and blended courses, including learner analysis, storyboards, video scripts, job-aids, and assessments.
- Coordinate live webinars to educators, natural resource professionals, PLT State Coordinators.
- Conduct research to advance Professional Development offerings, identifying target audience needs, competitors' offerings, and new tools.
- Set-up, manage and troubleshoot courses on PLT's Learning Management System.

ELIGIBILITY REQUIREMENTS:

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

EDUCATION/EXPERIENCE REQUIREMENTS:

- Master's degree from an accredited college or university (currently enrolled or completed) in Instructional Design, Educational Media and Technology, Adult Education, Environmental Education, or related subject.
- Working proficiency in Articulate 360, Microsoft Office applications (Word, Excel, PowerPoint, Outlook), telework software and applications, and project management applications.
- Desirable: Working knowledge of Litmos LMS or other Learning Management Systems, HTML and CSS, and Adobe InDesign.

QUALIFICATIONS/PERSONAL CHARACTERISTICS:

The ideal candidate will bring:

- Ability to design online and blended learning experiences to adult learners including writing learning objectives, storyboards, video scripts, job-aids, and assessments desirable.
- Demonstrated ability to develop online learning courses with attention to detail and ability to effectively meet deadlines.
- Fast learner, active curiosity and engagement in ongoing learning, willing to step out of comfort zone.
- Positive attitude and high energy, enjoyment working cooperatively in a team environment, and will prioritize the mission over individual agendas
- Strong initiative, ability to work on multiple complex projects simultaneously in a fast-paced environment.
- Professionalism and ability to handle tasks with diplomacy, tenacity, patience, and a drive for results.
- Strong written and verbal communications skills
- A sound work ethic with the ability to act both independently and as part of a team
- Basic knowledge of UX, UI, and graphic design valued.
- Ability to travel, up to 10% of time

HOW TO APPLY

To apply for this position, email a resume and cover letter to the attention of Ana Leirner, Manager, Professional Development and Instructional Design, at careers@forests.org. Subject line should say "Application: Online Learning Intern". Applications will be accepted until June 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](#).