



SUSTAINABLE  
FORESTRY  
INITIATIVE

SFI-00001



PROJECT  
LEARNING  
TREE  
CANADA

PLT is an initiative of SFI 

**Position:** Administrative Assistant

**Supervisor:** Business Director, Project Learning Tree Canada

**Location:** Ottawa, Canada

**Status:** Full-time, Fixed Term (1-year), Eligible for Overtime

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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.

Project Learning Tree Canada (PLT Canada), an initiative of the Sustainable Forestry Initiative, envisions a world that values and benefits from sustainably managed forests and the great outdoors. PLT Canada is committed to using the outdoors to engage students in learning about the world around them—in urban, suburban, rural, and Indigenous communities, and using trees and forests as windows on the world to inspire action.

Administrative Assistant will join our Operations and Finance team and will provide administrative office functions at SFI and PLT Canada headquarters.

#### **ESSENTIAL JOB FUNCTIONS:**

- Provide administrative support for green jobs program
- Supporting various office management tasks such as answering internal and external calls, processing the mail, keeping office suite clean and professional, maintaining the photocopy machine, handling & filing documents, procuring supplies, and other clerical functions.
- Packing, shipping, and coordinating packages and trade show supplies via FedEx or Canada Post.
- Manages laptop purchases and computer assets within Canada.
- Facilitates meetings, including management of catering, and oversight of the Ottawa office calendar.
- Provide support to general inbox for PLT Canada, and working across the team to ensure that customers are provided the right contact and information needed.
- Provides support in preparation for PLT Canada board meetings including outreach to board members, compiling documents, and minute taking.
- Provide support to the President and CEO and the VP of Communications with administrative tasks and functions.

#### **SUPERVISORY RESPONSIBILITIES:**

This position will not initially have direct employee supervisory responsibilities.

#### **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 travel within the US and Canada, up to 15% of time.

**WORK ENVIRONMENT:**

The Administrative Assistant will primarily work from the office in Ottawa, Ontario, with occasional work from home. This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, and printers.

**COVID-19 PROTOCOLS**

We strongly encourage employees to get vaccinated against COVID-19. You must either provide proof of vaccination or wear a mask while in SFI's offices.

**EDUCATION/EXPERIENCE REQUIREMENTS:**

- High School Diploma or equivalent combination of education, experience and training that provides the required knowledge and skills.
- Minimum of 2 year of experience with administration in an office setting.
- Bilingual English & French an asset.

**QUALIFICATIONS/PERSONAL CHARACTERISTICS:**

The ideal candidate will bring:

- Demonstrated ability to be a problem solver and a utility player
- Positive attitude and high energy, enjoyment working cooperatively in a team environment, and will prioritize the mission over individual agendas
- Experience building positive and collaborative relationships with partners and stakeholders
- Track record for managing multiple complex projects in a fast-paced environment, handling tasks with diplomacy, tenacity, patience, and a drive for results
- Excellent organizational skills with attention to detail and the ability to effectively plan, analyze, and meet deadlines
- Proficiency with Microsoft Office 365.
- Superior written and verbal communications skills
- A sound work ethic with the ability to act both independently and as part of a team
- Experience in the forestry or natural resources sector a plus

**HOW TO APPLY**

To apply for this position, email a resume and cover letter to the attention of Mila Snejnsciaia, at [careers@forests.org](mailto:careers@forests.org). Subject line should say "Application: Administrative Assistant". Applications will be accepted 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](#) and read our [Diversity, Equity and Inclusion Policy](#).