**Position:** Career Programs Intern  
**Supervisor:** Manager, Mentorship and Youth Programs  
**Location:** Remote, Flexible in Canada  
**Status:** Full-Time, Salaried, Fixed-Term (through March 31, 2023), Overtime Eligible  
*Possibility of extension depending on performance and funding.*

**ABOUT US:**
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 SFI. Since 2018, PLT Canada has placed youth in over 6,000 Green Jobs across 12 provinces and territories by supporting over 380 employers in the Sustainable Forestry Initiative and Canadian Parks Council networks, and others. 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.

**ABOUT YOU:**
The Careers Program Intern will help SFI and PLT Canada by supporting a variety of mentorship program efforts, with emphasis on administrative responsibilities, including project management, mentee and mentor recruitment, and onboarding of new mentee/mentor matches in PLT’s mentorship database. In addition, this position will support data management of the PLT Canada’s Green Jobs program ensuring that all youth data for those who are participating in work experience is entered into the required systems. This position reports to and works closely with SFI’s Manager, Mentorship and Youth Programs.

**ESSENTIAL JOB FUNCTIONS:**

- Support mentorship recruitment, assessment, screening, and enrollment of applicants in PLT Canada’s Green Mentor program.
- Review applications, score applicants, and provide administrative support for the mentorship database.
- Provide customer service including follow up communication, training, support, and problem solving to mentors and mentees throughout relationship.
- Support virtual events including hosting, moderating questions, and chat, administering breakout rooms, and documenting results of events.
- Administer and analyze SFI/PLT Canada survey instruments and provide summaries to PLT Canada Career Pathways team.
- Support the data entry of PLT Canada’s Green Jobs youth and employer participant information into database.
- Support the PLT Canada and SFI teams in the delivery of other objectives as needed.

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 10 pounds. Subject to sitting, standing, reaching, walking, twisting, and kneeling to perform the essential functions.
This position requires occasional travel within Canada and the U.S., up to 5% of the time.

COVID-19 PROTOCOLS
Employees based in the Washington, DC and Ottawa, Ontario regions will be expected to report to the local offices several days a week. We strongly encourage employees to get vaccinated against COVID-19. You will be asked to either provide proof of COVID-19 vaccination or wear a mask while in SFI's offices.

EDUCATION/EXPERIENCE REQUIREMENTS:
• Experience with Microsoft Word, Excel, Outlook, WordPress, Zoom.
• Attention to detail skills.
• Degree or equivalent lived experience in Education, Career Pathways, Natural Resources/Forestry, or another relevant field that supports youth environmental learning is a plus.
• Experience in the forestry or natural resource conservation sector is a plus.

QUALIFICATIONS/PERSOAL CHARACTERISTICS:
The ideal candidate will bring:
• Passion for design and implementation of mentorship and career pathways programming.
• Experience working with diverse audiences and creating a safe space for mentors and mentees that promotes growth in all participants.
• Strong organizational skills, attention to detail, and the ability to effectively plan and prioritize work, and meet deadlines.
• Ability to act both independently and work cooperatively and flexibly as part of a team.
• Proficiency with Microsoft Office 365.
• Strong written and verbal communications skills, including interpersonal communication.
• Demonstrated self-awareness, and a culturally-competent and inclusive approach to working with colleagues, stakeholders, and mentee and mentor applicants across diverse cultures and backgrounds.
• Bilingualism (English and French) is an asset.

HOW TO APPLY
To apply for this position, email a resume and cover letter to the attention of Maria Chiarella, at maria.chiarella@Forests.org Subject line should say “Application: Career Programs Intern”. Applications will be accepted 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, read our Diversity, Equity and Inclusion Policy, and our Indigenous Relations Commitment Statement.