Position: Communications Intern  
Supervisor: Manager of Communications and Media Relations  
Location: Flexible in Canada  
Status: Fixed Term, Full Time, Salaried, Non-Exempt from Overtime  

ABOUT US:  
At the Sustainable Forestry Initiative® (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 is governed by an independent three-chamber board of directors representing environmental, social, and economic sectors equally.  

ABOUT YOU:  
The Communications Intern will leverage the Sustainable Forestry Initiative’s (SFI) brand positioning across all communications and support communications and marketing efforts, with particular emphasis on project management and writing. The ideal candidate possesses excellent organization skills and attention to detail, key skills necessary to move communications projects forward and coordinate project deliverables and deadlines with staff. Professional communications experience is preferred, but not required; key communications responsibilities include researching, interviewing stakeholders, and drafting toolkits and blogs. The position reports to SFI’s Manager of Communications and Media Relations.  

ESSENTIAL JOB FUNCTIONS:  
• Support project management, coordinating communications project deliverables and deadlines with staff and stakeholders via email and Asana.  
• Research, outline, draft, and edit communications pieces, including blogs and articles, webpages, sharing toolkits, advertising copy, email newsletters etc.  
• Support coordinating regular updates to a centralized communications calendar.  
• Support issue and partner research and media outreach.  
• Draft, edit, and update webpages (including lead and landing pages) in WordPress.  
• Create performance reports and highlight industry trends and best practices.  

ELIGIBILITY REQUIREMENTS:  
This position is funded partly through support from Natural Resources Canada's Science and Technology Internship Program (STIP). 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.  

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. This position requires occasional travel to the US and Canada, up to 15% of 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:

- 2 years of project management experience (paid or volunteer), preferably nonprofit communications or operations
- Demonstrated professional writing skills or portfolio

QUALIFICATIONS/PERSONAL CHARACTERISTICS:

The ideal candidate will bring:

- Superior English writing and communications skills
- 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
- Positive attitude and enjoyment working cooperatively in a team environment
- Experience building positive and collaborative relationships with partners and stakeholders
- Proficiency with Microsoft 365 (particularly Outlook and Word) required
- Proficiency with Asana preferred
- Proficiency with Salesforce preferred
- Proficiency with Zoom preferred
- Interest in the forestry, natural resources, or education sectors preferred
- Spanish and/or French language skills a plus

HOW TO APPLY

To apply for this position, email a resume, cover letter, and writing sample or portfolio to the attention of Mira Williamson, at careers@forests.org. Subject line should say “Application: Communications Intern”. Applications will be accepted until August 31, or until the position is filled.

SFI 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 review our Indigenous Relations Commitment.