Position: Community Impact Intern
Supervisor: Senior VP, Community and Government Relations
Location: Flexible in Canada
Status: Fixed Term, 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.

The goal of our Community pillar is to advance collaborations between local community and the SFI network to increase mutual understanding of the values and benefits provided by sustainably managed forests. We accomplish this work through our state and provincially based SFI Implementation Committees (SICs), through SFI Community Grants, and through partnerships with Indigenous communities and underserved communities.

ABOUT YOU:
In collaboration with the Senior VP of Community and Government Relations, the Director of Network Relations, and members of the communications team, the Community Intern will support SFI’s goals of delivering impact through our network and through our community engagement activities (grants, SICs, etc.) across the United States and Canada.

This position is funded through support from Natural Resources Canada’s Science and Technology Internship Program. The maximum internship duration is nine months and internships must end by of March 31, 2023.

ESSENTIAL JOB FUNCTIONS:
• Review completed projects funded through SFI Community grants and identify significant outcomes and impacts. Develop short summaries of these projects that can be utilized on the SFI website, in newsletters, in blogs, and other channels.
• Research and create an evaluation framework for assessing the impacts of grant giving, partnerships, and communications relative to our community pillar.
• Support SIC coordination on the SFI standards, including support for workshops, brochures, and websites.
• Support SFI engagement with universities, government agencies, and others.
• Support other activities to be determined that support SFI’s community pillar activities.

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.
EDUCATION/EXPERIENCE REQUIREMENTS:
• University degree completed or underway in forestry, natural resources, community development, communications or related discipline.
• Proficiency with Microsoft 365 (particularly Outlook, Word, Excel and PowerPoint)
• Proficiency with Zoom.
• Experience with impact evaluation frameworks a plus (please indicate in resume or cover letter if you have experience in this area)

QUALIFICATIONS/PERSONAL CHARACTERISTICS:
• 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
• Superior written and verbal communications skills
• A sound work ethic with the ability to act both independently and as part of a team
• Language skills a plus

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 10 pounds. Subject to sitting, standing, reaching, walking, twisting, and kneeling to perform the essential functions.

This position requires occasional travel to the US and Canada, up to 5% 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 the SFI’s offices.

HOW TO APPLY
To apply for this position, email a resume and cover letter to the attention of Nadine Block, Senior VP, Community and Government Relations, at careers@forests.org. Subject line should say “Application: Community Impact 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.