



PLT is an initiative of SFI 

Position: Coordinator, Forest Education

Supervisor: Senior Manager, Education

Location: Flexible in the Canada

Status: Full-Time, Salaried, Fixed-Term (1 year term), 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.

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. Our benefits include:

- Medical, dental, and vision coverage for you and your family.
- Retirement plan with generous employer contribution and additional matching contribution.
- Paid Time Off – generous vacation policy increasing with experience, 12 sick days annually, all federal holidays, plus 4 floating holidays annually that may be used to observe additional religious, cultural, or traditional occasions that are meaningful to you.
- Educational assistance and investment in professional development.

ABOUT YOU:

The Coordinator, Forest Education will help SFI and PLT Canada by supporting the development of environmental and forest education resources, online learning, and activities in Canada. This work will help diversify and grow SFI's Education, Forest Literacy and Career Pathways offerings to educators (classroom teachers and nonformal educators), natural resource professionals, families and caretakers, young professionals, employers, PLT Canada Partners and Facilitators. This position reports to and works closely with SFI's Senior Manager, Education.

ESSENTIAL JOB FUNCTIONS:

- Support the design, implementation, and continual improvement of PLT Canada's environmental education resources that include curriculum resources, online learning and youth-focused resources.
- Collaborate with SFI's education team in Canada and the US to effectively deliver educational programs and resources aimed at growing forest literacy and career pathways.
- Assist in engaging and maintaining a strong national network of delivery and thought partners contributing to PLT Canada's environmental education work and support management and integration with Salesforce.
- Elevate the relevance and importance of the forest sector in supporting environmental education and forest literacy, making direct connections across SFI's pillars of work.
- Review existing content and design innovative ways to package and distribute to increase engagement and accessibility and better meet the needs of educators and the SFI community partners.
- Coordinate the delivery of PLT Canada's Forest Literacy Framework supporting communications efforts and partnerships.
- Support the integration of education and career pathways programming, increasing the important link of career awareness in education.
- Assist in growing action-oriented relationships with organizations across Canada to increase reach and relevancy of content, emphasizing those serving Indigenous and newcomer youth, members of visible minorities, urban and rural Canadians, and youth living with disabilities.
- Collaborate with communications team to tailor outreach messages and external communications to increase reach of materials into Canadian K-12 schools.
- Support the PLT Canada and SFI teams in the delivery of other objectives as needed.

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 within Canada and the U.S., up to 15% 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:

- Degree or equivalent lived experience in Education, Natural Resources/Forestry, or another relevant field that supports youth environmental learning.
 - 2+ years work experience in this field.
 - Demonstrated experience with youth-focused programs, projects, resources, tools, and concepts related to environmental education.
 - Experience delivering technology enhanced educational programs for school age students.
 - Public speaking skills and experience working with groups of all sizes, including virtual events through Zoom or Microsoft Teams.
 - Experience in the forestry or natural resource conservation sectors are a plus.
 - Project management experience a plus.
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QUALIFICATIONS/PERSONAL CHARACTERISTICS:

The ideal candidate will bring:

- Passion for design and implementation of environmental education with working knowledge of environment, science and forest focused curriculum.
- Experience working with diverse audiences and creating differentiated learning design to ensure accessibility and relevance.
- 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 and stakeholders 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 DANIKA STRECKO, at careers@forests.org Subject line should say "Application: COORDINATOR, FOREST EDUCATION". 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](#)