



**SUSTAINABLE
FORESTRY
INITIATIVE**

SFI-00001



PLT is an initiative of SFI 

Position: Coordinator, Graphic Design

Supervisor: Senior Creative Director

Location: Flexible in Canada

Status: Fixed Term (through March 31, 2023), Full Time, Salaried, Non-Exempt from Overtime
Possibility of extension depending on performance and funding.

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.

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 (but are not limited to):

- 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 Graphic Design Coordinator will assist in supporting cross-pillar digital communications and marketing activities with a variety of design responsibilities, including layout and design of fact sheets, brochures, advertisements, and social media graphics. This is an excellent entry-level opportunity for someone looking to gain experience working with the Senior Creative Director on a variety of projects and assignments. This position demands someone who is detail-oriented, learns quickly, and can handle multiple tasks at once. The position reports to SFI's Senior Creative Director.

ESSENTIAL JOB FUNCTIONS:

- Layout and design factsheets, brochures, posters, advertisements, social media graphics and other marketing material
- Edit and maintain collateral - keeping information up to date as needed
- Create and manage digital assets for company websites
- Create design templates for campaigns, social media, and other marketing needs
- Support the Senior Creative Director to manage production of design materials and project timelines
- Produce drafts for review by stakeholders, make revisions based on feedback received
- Develop processes to continuously improve our timelines and finished product

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 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' experience as a graphic designer, communication designer, or creative coordinator. Experience in a publishing firm, agency, or related field preferred.
- University degree required, preferably in Web Design, Graphic Design or related field.

QUALIFICATIONS/PERSONAL CHARACTERISTICS:

The ideal candidate will bring:

- Proficiency in Adobe Creative Suite (particularly InDesign, Photoshop and Illustrator) & Microsoft Office
- Ability to meet tight deadlines while maintaining high standards
- Ability to take initiative and work independently as well as part of a team
- Capable of managing projects and relationships with printers and other suppliers
- Capable of following instruction and taking constructive design feedback
- Exceptional attention to detail and organization
- Time management skills
- Strong understanding of both print and digital channels
- 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 samples of work to the attention of Monika Gurzenski, at careers@forests.org. Subject line should say "Application: Graphic Design Coordinator". Applications will be accepted 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](#).