



SUSTAINABLE FORESTRY INITIATIVE

SFI-00001

Position: Coordinator, Indigenous Community Communications

Supervisor: Manager of Communications and Media Relations

Location: Preferences for Ottawa or Washington, DC, but flexible in the Canada or United States

Status: Full-Time, Fixed-Term (1 year term), Overtime Eligible

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.

SFI is committed to building and promoting forest-focused collaborations rooted in recognition and respect for Indigenous Peoples' rights and traditional knowledge. We firmly believe that inclusive, collaborative approaches to policy, program and relationship development lead to real progress on the ground and a positive difference in people's lives. Every day, we strive to co-create meaningful change alongside the dozens of Indigenous communities and businesses that have certified their forestlands to the SFI Small-Scale Forest Management Module for Indigenous Peoples and Families, and more than one hundred that we partner with and invest in through programs and initiatives reaching across all four pillars of SFI's work.

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 provides you and your family. SFI covers 100% of the cost of your insurance benefit.
- Registered Retirement Savings Plan (RRSP), with employer contribution and additional matching contribution.
- Life Insurance, with coverage for you and your partners/children.
- Paid Time Off – generous vacation policy increasing with experience, 12 sick days annually, 13 holidays, plus 4 floating holidays 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, Indigenous Community Communications will help the Sustainable Forestry Initiative (SFI), Project Learning Tree (PLT), and PLT Canada share stories about partnerships between Indigenous communities and other stakeholders in the forest and conservation sector. This will include coordinating and leading interviews, crafting case studies/spotlights, sharing the stories online (websites, e-blasts, social media, etc.), conducting research, reviewing content, and supporting other tasks as assigned.

ESSENTIAL JOB FUNCTIONS:

- Coordinate and conduct interviews with forest and conservation stakeholders, Indigenous community members located in Canada the United States, etc.
- Draft case studies/spotlights highlighting best practices for meaningful collaboration in the forest and conservation sector.
- Pitch, research, outline, and draft articles and blogs for use in webpages, email newsletters, etc.
- Create, review, and edit one pagers, briefing notes, articles, courses, social media copy, ad copy, etc.
- Tailor outreach messages and external communications to targeted stakeholders, such as certified organizations or partners
- Review and craft content for our Indigenous relations story map
- Support media outreach and communications placements.
- Support cross-pillar project management, including taking meeting notes and coordinating deadlines.
- Support other communications projects as assigned.

SUPERVISORY RESPONSIBILITIES:

This position will not initially have direct employee supervisory responsibilities.

WORK ENVIRONMENT:

This role routinely uses standard office equipment such as computers, phones, and printers.

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

EDUCATION/EXPERIENCE REQUIREMENTS:

- Preference for candidates who have completed, or are currently pursuing, a degree in communications, journalism, English, or equivalent.
- At least one year experience writing about Indigenous communities, organizations, and education and/or green career pathway resources.
- Professional writing and storytelling experience preferred.
- Experience in the environmental education, forestry or natural resource conservation sectors are a plus.
- Project management experience a plus.

QUALIFICATIONS/PERSONAL CHARACTERISTICS:

The ideal candidate will bring:

- Superior written and verbal communications skills.
- Flexibility, creativity, and community-focused storytelling.
- Lived and professional experience working with Indigenous communities in the United States and/or Canada.
- Demonstrated self-awareness, and a culturally-competent and inclusive approach to working with colleagues and stakeholders across diverse cultures and backgrounds.
- Strong attention to detail and high level of accuracy.
- Impeccable organizational and time management skills.
- Track record for managing multiple complex projects and organizational skills to effectively plan, analyze, and meet deadlines.
- Project management skills and ability to balance multiple priorities.
- 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.
- A professional, positive, and friendly attitude and high energy.
- Creative, results-driven mindset.
- Proficiency with Microsoft Office suite.
- An interest in environmental issues, education, and the forest and conservation sector.

COVID-19 PROTOCOLS

All SFI employees are currently continuing to work remotely due to COVID-19. When in-person business functions resume, 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 may be asked to provide proof of vaccination (or formally request a medical or religious accommodation) to return to the office or participate in in-person events.

HOW TO APPLY

To apply for this position, email a resume and cover letter to the attention of MIRA WILLIAMSON, at careers@forests.org. Subject line should say "Application: COORDINATOR, INDIGENOUS COMMUNITY COMMUNICATIONS". 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](#)