



PLT is an initiative of SFI 

Position: Human Resources Manager

Supervisor: Director, Human Resources

Location: preference for Ottawa, Ontario, but flexible within Canada.

Status: Full-time, Exempt from Overtime

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 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 Human Resources Manager will join our Finance and Operations team and support human resources functions across the organization and provide services for employees based in Canada (approx. 25-30 employees). The Manager will collaborate closely with the Director of Human Resources, the Human Resources Coordinator in the US, and our Canadian outsourced payroll and benefits provider to serve all pillars of our growing organization.

ESSENTIAL JOB FUNCTIONS:

- Manage the recruitment and interview process for open Canadian positions.
- Oversee on-boarding and orientation for new hires in Canada.
- Serve as the main point of contact for PEO (payroll and benefits provider) and assist the Director of HR in management of all Canadian HR vendors relationships.
- Manage benefit administration and enrollment and leave administration for Canadian employees.
- Maintain Canadian employee HR files, ensuring compliance with all employment and privacy laws.
- Manage Canadian employment contract extensions and employee departures/offboarding.
- Support efforts to embed diversity, equity, inclusion, and accessibility within SFI and Project Learning Tree Canada programming and human resources functions throughout the organization.
- Identify and work collaboratively to address training and professional development needs.
- Support the Director of Human Resources with ensuring the HR operational infrastructure meets current and future organizational needs.
- Processes required documents through Canadian payroll and insurance providers to ensure accurate record-keeping and proper deductions.
- Ensures accurate Canadian payroll and benefits, troubleshooting any problems.
- Drafts payroll-related journal entries, including the payroll allocations and fringe benefit allocations.
- Assists the HR Director with COVID-19 protocols and assist with ensure employee safety and wellness.
- Provide support and advice to green jobs employers funded by PLT Canada on a variety of employment and human resources issues that include building diversity through recruitment, retention, and advancement strategies.
- Provides services to Canadian employees and answer employee requests and questions. Ensures positive employee relations.
- Ensures that human resources practices are in compliance with federal, provincial, and local laws and regulations.
- Identify, develop, and contribute to other Human Resources initiatives.

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

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.

EDUCATION/EXPERIENCE REQUIREMENTS:

- Bachelor's degree required in human resource, business administration, accounting, organization psychology or related field, plus 4 years relevant professional experience, or a Master's degree in a relevant area of study plus 2 years of relevant experience. Degree must be conferred by the start date of the position. Degree requirements may be substituted with an equivalent combination of education, training and experience.
- Experience in a non-profit setting, or in forestry, education, or natural resources sector preferred.
- HR certification (CHRP or other) preferred.
- Experience advancing Diversity, Equity, Inclusion, and Accessibility issues preferred.

Note: Applicants without the required education/experience are encouraged to apply and will be considered for a Coordinator-level role. If interested in a Coordinator role, please indicate that in the cover letter.

QUALIFICATIONS/PERSONAL CHARACTERISTICS:

The ideal candidate will bring:

- Working understanding of human resources principles, practices, and procedures, and knowledge of Canadian provincial employment law
- Unquestionable integrity, professionalism, and ability to maintain confidentiality
- Excellent written and verbal communications skills
- Excellent interpersonal skills, ability to work with diverse partners, viewed by colleagues as professionally accessible and willing to help
- Excellent organizational skills, with close attention to detail and proven ability to meet deadlines
- Proficient in Microsoft 365 software with intermediate MS Excel skills
- Ability to be resourceful and proactive in dealing with issues that may arise
- Ability and willingness to provide support across the organization, and is seen as accommodating and service-oriented
- Ability to manage multiple priorities concurrently in a fast-paced environment, handling tasks with diplomacy, tenacity, patience, and a drive for results
- Multi-lingual skills a plus

HOW TO APPLY

To apply for this position, email a resume and cover letter to the attention of Julia Hershberger, Director, Human Resources, at careers@forests.org. Subject line should say "Application: Human Resources Manager". Applications will be accepted until June 1, 2022, or 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](#) and read our [Diversity, Equity and Inclusion Policy](#).