



SUSTAINABLE FORESTRY INITIATIVE

SFI-00001

Position: Manager, Online Learning

Supervisor: Instructional Designer, Adult Learning

Location: Flexible in Canada and US

Status: Full-time, Fixed Term (1 year), Exempt from Overtime

Possibility for extension depending on funding and performance

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 (PLT) is an initiative of SFI and seeks to advance environmental literacy, stewardship, and career pathways using trees and forests as windows on the world. It helps develop students' awareness, knowledge, and appreciation of the environment, builds their skills and ability to make informed decisions, and encourages them to take personal responsibility for sustaining the environment and our quality of life that depends on it. Since 1976, PLT has trained over 775,000 educators to help 140 million students learn how to think, not what to think, about complex environmental issues. PLT works closely with a network of partners in all 50 states, DC, and internationally, including one or more "PLT State Coordinators" who deliver PLT professional development workshops at the local level through a network of PLT Facilitators.

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 occasions meaningful to you.
- Educational assistance and investment in professional development.

ABOUT YOU:

The Online Learning Manager advances SFI's mission by supporting its online learning and professional development initiatives across all pillars of our work. This work will help diversify and grow SFI's online offerings to educators (classroom teachers and nonformal educators), natural resource professionals, families and caretakers, young professionals, employers, PLT Coordinators and PLT Facilitators. This position reports to and works closely with SFI's Instructional Designer, Adult Learning.

ESSENTIAL JOB FUNCTIONS:

- Develop and update online courses and job-aid documents and tools to educators, natural resource professionals, PLT Coordinators, and PLT Facilitators.
- Assist in the analysis, design, implementation, and evaluation of online and blended courses, including learner analysis, storyboards, video scripts, job-aids, and assessments.
- Coordinate live webinars to educators, natural resource professionals, PLT Coordinators, young professionals and employers.
- Conduct research to diversify and advance Professional Development offerings, identifying target audience needs, competitors' offerings, and new tools.
- Set-up, manage and troubleshoot courses on PLT's Learning Management System (LMS) and offer support to LMS users.

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:

Required:

- Bachelor's degree from an accredited college or university, with a certificate in Instructional Design, Online Learning or related subject or master's degree (completed or in progress) from an accredited college or university in Instructional Design, Educational Media and Technology, Adult Education, Environmental Education, or related subject.
- Working proficiency in Articulate 360, Microsoft Office applications (Word, Excel, PowerPoint, Outlook), telework software and applications, and project management applications.

Desirable:

- 2+ years of full-time working experience in an instructional technology/instructional designer or related role
- Project management experience, working knowledge of Litmos LMS or other Learning Management Systems, working knowledge or experience with Open Badges and Micro-credentials, HTML and CSS, and Adobe InDesign, basic video editing skills, experience in environmental education, the K-12 environment or K-12 curriculum development.

QUALIFICATIONS/PERSONAL CHARACTERISTICS:

The ideal candidate will bring:

- Ability to design online and blended learning experiences to adult learners including writing learning objectives, storyboards, video scripts, job-aids, and assessments desirable.
- Demonstrated ability to develop online learning courses with attention to detail and ability to effectively meet deadlines.
- Fast learner, active curiosity and engagement in ongoing learning, willing to step out of comfort zone.
- Positive attitude and high energy, enjoyment working cooperatively in a team environment, and will prioritize the mission over individual agendas
- Strong initiative, ability to work on multiple complex projects simultaneously in a fast-paced environment.
- Professionalism and ability to handle tasks with diplomacy, tenacity, patience, and a drive for results.
- Strong written and verbal communications skills
- A sound work ethic with the ability to act both independently and as part of a team

HOW TO APPLY

To apply for this position, email a resume and cover letter to the attention of Ana Leirner, Instructional Designer, Adult Learning, at careers@forests.org. Subject line should say "Application: Manager, Online Learning". Applications will be accepted until May 20, 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](#), read our [Diversity, Equity and Inclusion Policy](#), and review our [Indigenous Relations Commitment](#).