



SUSTAINABLE FORESTRY INITIATIVE

SFI-00001

Position: Manager of Diversity, Accessibility & Mentorship
Supervisor: Sr. Manager, Indigenous and Youth Relations
Location: Ottawa/Flexible within Canada
Status: Contract until **March 31, 2021**, Exempt from Overtime
Possibility for extension depending on funding

SFI® Inc. is a sustainability leader that stands for future forests. We are an independent, non-profit organization that provides supply chain assurances, produces conservation outcomes, and supports education and community engagement. 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), an initiative of SFI, is dedicated to advancing environmental literacy, stewardship, and career pathways using trees and forests as windows on the world. In short, PLT Canada is focused on meaningfully contributing to the next generation of forest and conservation leaders through job experiences, mentorship programs, skills development, ambassador programs and network relations.

We firmly believe that Green Jobs in the forest and conservation sector are for everyone. However, we also recognize that there is much work to be done to ensure that all youth have an equal opportunity to achieve their Green Jobs aspirations. Working collaboratively with other members of PLT Canada's diverse and multidisciplinary team, you will play an integral role in increasing the number, relevancy, and accessibility of Green Jobs opportunities for youth from diverse communities across Canada. Through developing action-oriented partnerships with community-serving organizations, you will seek to further enhance the overall accessibility of PLT Canada programming and tailor PLT Canada initiatives to address the unique circumstances of youth from a diversity of backgrounds, including Indigenous and newcomer youth, members of visible minorities, and youth living with disability. Your work will help to ensure that PLT Canada's programs and initiatives respond to real needs and are delivered in an appropriate, effective, and accessible manner.

Additional Resources:

[SFI Indigenous Relations Statement \(Draft Aug 2020\)](#)

[SFI Staff Culture](#)

ESSENTIAL JOB FUNCTIONS:

1. Provide leadership and training opportunities to the SFI Team which includes the PLT Canada Team, as well as the SFI and PLT Networks on important themes including, diversity, inclusion, and accessibility, in line with policies and programs and action plans.
2. Provide leadership in the development and continual improvement of Diversity & Inclusion policies, programs, and action plans.
3. Grow action-oriented relationships with community-serving organizations, emphasizing those serving Indigenous and newcomer youth, members of visible minorities, rural Canadians, and youth living with disabilities.
4. Co-develop and launch cohort-specific iterations of the PLT Canada Mentorship Program, in collaboration with PLT Canada's Manager of Career Education and utilizing the extensive SFI and PLT networks to achieve positive outcomes.
5. Interface with the PLT Canada team and the broader SFI Network to recruit and ensure mentor selection criteria supports a positive, safe and professional experience for our mentees.
6. Guide the adaptation of existing PLT Canada programming to further increase accessibility and better meet the needs of diverse youth, including but not limited to skills development, Ambassador programs, Green job placements for youth and more.
7. Lead the development of new programs and services that more fully enable Green Jobs employers to

- recruit and retain and advance diverse youth in meaningful work experiences.
8. Engage with PLT Network employers to identify leading forest and conservation sector practices in diversity, inclusion and accessibility
 9. Be creative! If you can think of ways to meaningfully grow our relationships and foster greater diversity in the Green Jobs sector, bring them to the table
 10. Support the PLT Canada and SFI teams in the delivery of other objectives as needed.

QUALIFICATIONS/PERSONAL CHARACTERISTICS:

The ideal candidate will bring:

- A demonstrated ability to work respectfully and collaboratively with a diverse range of partners to develop solutions-focused outcomes;
- A demonstrated ability to work as a member of a team to design and implement community-focused programming, including youth-focused education and employment initiatives;
- A proven ability to work in an engaging and respectful manner with young people, age 15 to 30, from diverse backgrounds;
- The ability to think creatively, to design and adapt programming to meet the needs of diverse youth and communities;
- Personal commitment to diversity, inclusion and accessibility training in a solutions-oriented manner
- Demonstrated ability to be a problem solver and a utility player;
- Positive attitude and high energy, enjoyment working cooperatively in a team environment;
- Track record for managing multiple complex projects in a fast-paced environment, handling tasks with diplomacy, tenacity, patience, and a drive for results;
- Excellent organizational skills with attention to detail and the ability to effectively plan, analyze, and meet deadlines;
- Proficiency with Microsoft Office suite (particularly Outlook, Word, Excel and PowerPoint);
- Superior written and verbal communications skills, including interpersonal communication;
- A sound work ethic with the ability to act both independently and as part of a team; and,
- Ability to travel, up to 20% of time
- Bilingualism (English and French)

EDUCATION/EXPERIENCE REQUIREMENTS:

- Degree or equivalent lived experience in Human Resources, Psychology, Community Development, Social Work, Public Health, Social Sciences, or another relevant field to supporting youth development.
- 5-10 years work experience in this field.
- Demonstrated experience with youth-focused programs, projects, resources, tools, and concepts related to diversity and inclusion

HOW TO APPLY

To apply for this position, email a resume and cover letter to the attention of Paul Robitaille, Sr. Manager, Indigenous and Youth Relations at jobs@sfiprogram.org. Subject line should say "Application: Manager of Diversity and Inclusion". Applications will be accepted until September 8, 2020, 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.