



# SUSTAINABLE FORESTRY INITIATIVE

SFI-00001

**Position: Manager, PLT Canada Network**

**Supervisor: Director, Education and Indigenous Relations**

**Location: Canada, location flexible**

**Status: Temporary (15 months), Full-time, Exempt from overtime**

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Project Learning Tree Canada (PLT Canada) is growing future forest and conservation leaders.

Project Learning Tree Canada (PLTC) fosters community interest in the benefits of environmental education and responsible management of Canada's natural resources. We are committed to using the outdoors to engage students in learning about the world around them—in urban, suburban, rural, and Indigenous communities, and using trees and forests as windows on the world to inspire action. PLT Canada is an initiative of the Sustainable Forestry Initiative® (SFI). SFI® stands for future forests, and is an independent, non-profit organization dedicated to promoting forest sustainability and supporting the links between sustainable forests and communities through grant programs, carefully targeted research, direct leadership of critical initiatives, and partnerships that effectively contribute to multiple conservation objectives.

The PLT Canada Network Manager supports PLT Canada's dynamic network of partners, including provincial and territorial agencies, nonprofit organizations, universities, trade associations, and others. This network works collaboratively with PLT Canada on the promotion, delivery, and dissemination of PLT Canada's Green Jobs initiative, curriculum materials, professional development, and other initiatives. The manager works directly with provincial, territorial and international network partners to ensure successful programmatic operations across the country.

## **ESSENTIAL JOB FUNCTIONS**

1. Implement strategies for ensuring an active and engaged network of program partners (Green Job employers, partners, educators, coordinators, etc.) that align with PLT Canada priorities.
2. Coordinate and provide proactive support and guidance to PLT Canada network in program development and operations, including ongoing communications, identification of training and support needs, development of resources and tools to meet those needs.
3. Coordinate development and dissemination of environmental education and Green Jobs resources and systems to support and strengthen the network.
4. Support Director, Education and Indigenous Relations, Business Director, Manager of Communications, Manager of Green Jobs and others committed to Green Jobs initiative.
5. Advise on and implement strategies to deepen the relationships between the PLT Canada network members, including increased collaboration in Quebec.
6. Provide content and ideas to various aspects of PLT Canada Communications.
7. Support Green Jobs and networks budget and reporting.

## **QUALIFICATIONS/PERSONAL CHARACTERISTICS**

The ideal candidate will bring:

- A bilingual written and oral skill set in French and English.
- A positive attitude and high energy—a person who sees opportunities rather than problems, enjoys working cooperatively in a team environment, and prioritizes the mission over individual agendas.
- Knowledge of and familiarity with environmental education landscape in Canada.
- Experience working with youth and exposure to career pathways for youth an asset.
- Knowledge of and familiarity with information systems and technology, including Microsoft Office suite; advanced

SFI Inc. is an inclusive employer and provides equal employment opportunities to all employees and applicants regardless of race, colour, place of origin, religion, age, gender, or disability.

A job description is a general description of the function and major duties of a job. It may not specify all duties, tasks, and assignments associated with a job. It is not intended to limit or in any way modify the right of management to direct, assign, and control the work of employees in a unit. Accuracy, attention to detail, ability to work effectively in a team environment, and ability to work in an atmosphere of multiple projects and shifting priorities are requirements of all jobs at the Sustainable Forestry Initiative, Inc. Additional job related qualifications may be specified for some openings. Job descriptions are subject to periodic review.

- level of expertise with Microsoft Excel and PowerPoint preferred; capacity to learn new applications.
- Effective written and verbal communication skills; writing and editing experience preferred.
- Personable, outgoing, and flexible with the ability to work under pressure.
- Time management skills, with the ability to manage multiple priorities and meet deadlines.
- Ability to use independent judgment and to manage and impart information to a range of constituencies, including staff, PLT Canada program coordinators, formal and non-formal educators, donors, and customers.
- Excellent organizational skills with attention to detail and the ability to effectively plan and problem solve.
- A sound work ethic with the ability to act both independently and as part of a team.
- Ability to speak in front of various groups of constituents.
- Ability to travel, up to 30% of time.

### **EDUCATION/EXPERIENCE REQUIREMENTS**

- Bachelor's degree from an accredited college or university, education or environmental studies preferred.
- At least three years' work experience.
- Familiarity working with national, voluntary, and dynamic networks desirable.
- Familiarity with environmental education and/or professional development for formal and non-formal educators desirable.
- Bilingual (French and English) preferred.

### **HOW TO APPLY**

- To apply for this position, email a resume and cover letter to the attention of Jessica Kaknevicus, Director, Education and Indigenous Relations, at [info@pltcanada.org](mailto:info@pltcanada.org). Subject line should say "Application: Network Manager, PLT Canada Network." Applications will be accepted until the position is filled.

An active Equal Employment Opportunity Employer M/F/D/V,  
SFI Inc. welcomes men and women regardless of race, color, national origin, religion, age, sex or disability.

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