



SUSTAINABLE FORESTRY INITIATIVE

SFI-00001

Position: SFI Standards Program Intern
Status: Temporary
Salary: Paid, Stipend

Supervisor: Manager, Office of Label Use & Licensing
Location: Ottawa, ON
Timing: Spring/Summer 2020, exact dates flexible

[Sustainable Forestry Initiative](#)[®] Inc. (SFI) advances sustainability through forest-focused collaborations. We are an independent, non-profit organization that demonstrates our commitment to forests through our work in [standards](#), [conservation](#), [education](#), and [community](#). SFI works with the forest sector, conservation groups, academics, researchers, brand owners, resource professionals, landowners, educators, local communities, Indigenous Peoples, and governments to achieve a vision of a world that values and benefits from sustainably managed forests. More than 360 million acres/147 million hectares of forestland is certified to the SFI Forest Management Standard. These lands stretch from Canada's boreal forest to the U.S. South.

In collaboration with SFI's Manager of the Office of Label Use & Licensing, the SFI Standards Program Intern will advance SFI's mission by developing ArcGIS based maps based on regional-based information on certified organizations, products and other related data housed in the SFI Database. The SFI Standards Program Intern will also research forest-based information from other sources to align with existing certification data and create associated [Story Maps](#). The intern will also provide support on other SFI Standards projects as needed.

ESSENTIAL JOB FUNCTIONS:

SFI Standards Program Map & Data Gathering:

SFI Standards include requirements for forest management, fiber procurement for manufacturing facilities, chain-of-custody, and label use. Forest management certificate holders and manufacturing facilities have annual reporting requirements where data collected is stored in the SFI Database. Data SFI collects from these certificate holders include main contacts, organizational details, funding for research, certified forest area, certified locations, product details, mill production volumes, label use documentation, and project details.

The job functions are to take the data collected, and create maps using the ESRI Story Map to communicate SFI's footprint in a clear and meaningful way. [You can read more about ESRI Story Maps here.](#)

Examples include research projects reported by certificate holders, certified products, SFI Implementation Committee work, and partnerships with Indigenous, conservation, government, private sector and other interests.

Forestry Spatial Data Framework Development:

SFI certified organizations collectively manage nearly 370 million acres of forestlands across North America. Although SFI collects information on these lands at the state and provincial levels, we have not previously gathered shapefiles indicating the exact locations of these properties. The candidate will work with SFI's Manager of the Office of Label Use & Licensing (who also manages the SFI database development) to envision solutions and mechanisms to report and display spatial data tied to the SFI database.

This work will be in tandem with the work of the SFI Conservation Programs Intern who will be collecting special data from SFI forest management certificate holders as well as other conservation-related information.

Special Assignments:

The candidate may participate in other mapping, research, or related assignments, as needed by the SFI Standards team. Examples include:

- Create a plan and simple framework to determine relevant data and sources such as USFS, FAO, CIF, NRCAN, and populate the prepared framework with data and sources for SFI review.
- Create a plan and framework to track and conduct outreach to target companies – both certified and non-

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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.



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- certified and conduct mail-outs to certified companies, if required.
- Support ongoing upgrades to the SFI database and testing, including supporting development and implementation of dashboard reporting tool for SFI staff tailored to specific SFI program participants, SICs, and other potential audiences with project coordination and site testing for functionality and across browsers.
- Research and collection of additional contacts from SFI's diverse community of stakeholders through the supply chain. These include:
 - Communication and marketing contacts
 - Procurement and sales contacts
 - VP and other leadership contacts within the SFI community and other relevant spheres of influence such as government, associations, brand owners, and conservation

ELIGIBILITY REQUIREMENTS:

This position is funded partly through support from the Government of Canada's Youth Employment and Skills Strategy. To be eligible for this internship, candidates must:

- Be between 15-30 years old at the start of employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

EXPERIENCE REQUIREMENTS:

- At least three years of successful university course work, preferably in natural resources, conservation, data sciences, forestry, or environmental education
- Significant coursework or experience with GIS
- Experience with databases, data analysis and large datasets is strongly preferred
- Experience developing ESRI Story Maps is preferred
- Experience or interest in translating complicated data into easy use, including for nontechnical audiences

QUALIFICATIONS/PERSONAL CHARACTERISTICS:

- A positive attitude and high energy—a person who sees opportunities rather than obstacles, enjoys working cooperatively in a team environment, and takes responsibility over personal work
- Active curiosity and engagement in ongoing learning—having and seeking depth of content knowledge and understanding
- Ability to manage multiple complex projects in a fast-paced environment, handling tasks with diplomacy, tenacity, patience, and a drive for results
- Attention to detail and strong organizational skills
- A strong aptitude for technology, managing data and interest in learning new software systems and tools
- Superior written and verbal communication skills

HOW TO APPLY:

To apply for this position, email a resume and cover letter to the attention of Rachel Dierolf, Manager, Office of Label Use & Licensing (Rachel.Dierolf@sfiiprogram.org). Subject line should say "Application: Standards Programs Intern." Applications will be accepted until the position is filled.

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