



Forest Science Extension Coordinator Internship

Mattawa, Ontario

Job Description: Based at the National Office of the Canadian Institute of Forestry/Institut forestier du Canada (CIF-IFC) at the Canadian Ecology Centre (CEC) near Mattawa, Ontario - the primary objective of the Forest Extension Coordinator will be to assist in the implementation of national science extension and knowledge transfer programs. This position will include assisting in coordinating technical sessions and field tours as well as producing several communication products that promote sustainable forest management practices in Canada. The successful applicant will also play a significant role in the delivery and coordination of the CIF-IFC's 2019 and 2020 Annual General Meeting and National Conference.

Duration: 52-Week Contract

Location: Mattawa, Ontario

Job Responsibilities:

1. Assist in the implementation of national science extension and knowledge transfer programs; including technical sessions and field tours.
2. Support the delivery and coordination of CIF-IFC's 2019 and 2020 Annual General Meeting/ National Conference including but not limited to liaising with local organizing committees, and developing conference materials both in print and online.
3. Assist in the delivery of CIF-IFC programming, including the National E-Lecture Program.
4. Lead and assist in the creation, writing and production of practitioner friendly and plain language articles, tech notes, and social media postings that focus on new forest research and science and its use in sustainable forest management practices.
5. Assist in the production of a variety of user-friendly communications products using various software packages and social media platforms (Word, Power-Point, Publisher, Access, Excel, etc.).

Required Skills:

1. University or college graduate who has graduated within the last three years from an accredited college or university in a forestry, natural resources, or related program. The candidate must be a graduate of a post-secondary degree or diploma program. The position will be a first full-time employment in the candidate's field of study.
2. Significant coordination and event planning experience.
3. Strong communication (written/verbal), and analytical skills (**Bilingual in French/English is an asset**).
4. Experience working with a range of stakeholders or interest groups; good interpersonal skills.
5. Proficiency in MS Office applications.
6. Experience with WordPress is an asset.
7. Strong organizational skills, with the ability to manage multiple projects and meet deadlines.
8. Flexible, organized, enthusiastic, a team-player and self-motivated.

Application Deadline: July 3rd, 2019. Applications received after this date, will not be accepted.

Please send applications consisting of cover letter and resume to:

Jordan MacMillan

Email: jmacmillan@cif-ifc.org

We thank all applicants for their interest in this position, however only those selected for an interview will be contacted.

THIS OPPORTUNITY IS PROUDLY SUPPORTED BY:

