Position: Conservation Programs Intern  Supervisor: Manager, Conservation Partnerships
Status: Temporary, FLSA Non-exempt  Location: Washington, DC
Salary: Paid, Stipend  Timing: Summer 2019, exact dates flexible

**Sustainable Forestry Initiative**® Inc. (SFI) 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 Certification Standards** and on-product labels help consumers make responsible purchasing decisions. Additionally, we oversee the **SFI Conservation and Community Partnerships Grant Program**, which funds research and community building, and **Project Learning Tree®** (PLT) which develops students’ appreciation for and knowledge of the environment. SFI Inc. is governed by an independent three-chamber board of directors representing environmental, social, and economic sectors equally. SFI believes caring for forests improves everyone’s quality of life.

In collaboration with SFI’s Manager of Conservation Partnerships (MCP), the SFI Conservation Programs Intern will advance SFI’s mission by developing grant datasets essential to delivering a programmatic mapping tool. The intern will also conduct research to support the development of a university engagement strategy, and provide support on other SFI projects as needed.

**ESSENTIAL JOB FUNCTIONS:**

**Grant Program Dataset Development:**
Since 2010, SFI has awarded 126 Conservation and Community Partnerships Grants across the North American landscape and a wide range of thematic areas. To help SFI communicate impact and better understand the scope and geographic distribution of projects, the intern will develop grant program datasets. This could include:
- **Develop a location dataset for SFI Grant projects to facilitate GIS Mapping and ultimately the creation of a dynamic and user-friendly program map on the SFI website.** This will entail reviewing grant data to determine the central project locations as well as areas of impact.
- **Work with existing data to generate thematic tags for grants.** Tags will assist in generating a sorting tool that allows users to locate grants by specific topic areas (active vs. complete, community vs. conservation, biodiversity vs. other conservation research, etc.)

**University Engagement Research:**
SFI proactively partners with Universities to advance understanding of sustainable forestry and support the next generation of resource professionals. To advance engagement, the intern will work with the MCP to research universities with leading natural resource sustainability and environmental education programs. Investigations could entail:
- **Determining areas of intersection for SFI within university sustainability plans.**
- **Identifying relevant sustainability-related events, programs, and other opportunities.**
- **Generate a list of universities with forest land holdings and key information related to those lands (i.e., forest area, certification status, etc.)**
- **Determine which targeted schools are near Forests certified to SFI.** Determine university engagement with SFI Program Participants. For instance, do the schools partner for field tours of certified lands, or surveillance of audits?
QUALIFICATIONS/PERSONAL CHARACTERISTICS:

- 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
- 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 commitment to process, with strong organizational skills
- An aptitude for technology, including working knowledge of Microsoft Office and interest in learning new software systems
- Superior written and verbal communication skills

EXPERIENCE REQUIREMENTS:

- At least two years of successful college course work. Coursework or experience with GIS preferred but not essential.
- Interest in nonprofit management, forestry, environmental education, forest products, natural resources, or sustainability initiatives preferred
- Any prior administrative or office experience is a plus

HOW TO APPLY:

To apply for this position, email a resume and cover letter to the attention of Rocco Saracina, Manager, Conservation Partnerships at rocco.saracina@siprogram.org. Subject line should say “Application: Conservation Programs Intern.” Applications will be accepted until the position is filled.