



SUSTAINABLE FORESTRY INITIATIVE

SFI-00001

Position: PLT Research Intern
Status: Temporary, FLSA Non-exempt
Salary: Hourly

Supervisor: Director, Curriculum & Partnerships
Location: Washington, DC

[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 2017, Project Learning Tree (PLT) became an initiative of SFI. PLT helps develop students' awareness, knowledge, and appreciation of the environment, builds their skills and ability to make informed decisions, and encourages them to take personal responsibility for sustaining the environment and our quality of life that depends on it. Since 1976, Project Learning Tree has trained 700,000 educators to help students learn how to think, not what to think about complex environmental issues.

The PLT Research Intern advances SFI's mission by supporting two Project Learning Tree goal areas: Program Delivery & Reporting and Program Research & Strategy. Results will help SFI communicate the impact of our education and outreach programs, provide benchmarks to evaluate future performance, and reveal new opportunities to enhance impacts, grow partnerships, and secure funding. This work will be accomplished with the support and direction of multiple SFI Project Learning Tree staff (more details provided with each specific position component below).

ESSENTIAL JOB FUNCTIONS:

Program Delivery and Reporting:

- Research and evaluate SFI/PLT Model Programs Initiative grant project outcomes to assist in developing compelling communications, infographics, and other media. Outcomes will include both publishable statistics/ figures and models/ resources. Collect and post publishable findings to SFI/ PLT intranet (Coordinators' Corner) and identify topics suitable for continued PLT Network professional development and training. Make plans to outline and schedule one-to-two subsequent trainings. Assist in updating information on the SFI/PLT Intranet. This work will be completed in conjunction with Manager, PLT Network.
- Design implementation system for SFI/PLT's newly revised Reprint & Adaptations Permission Policy. This work will begin with online publishing and include the organization of historical information and the design of future information infrastructure. Design and execute related PLT Network communications, including an appropriate training strategy. This work will be completed in conjunction with Director of Curriculum and Partnerships.
- Conduct analysis and reporting on a series of Project Learning Tree initiative datasets. This includes program evaluation data (including participant survey form, state reporting form, and quarterly reporting form), as well as sales and purchasing data (for PLT products such as e-units and e-courses). This work will be completed in conjunction with Senior Director, Education Programs.
- Provide support for key e-commerce platforms (shop.plt.org and Amazon seller) and WordPress sites (E-Units, SFCC, and plt.org) including responding to inquiries and providing technical support. This work will be completed in conjunction with PLT Program Coordinator.

Program Research and Strategy:

- Research and design viable strategy for establishing International PLT programs. This work will include researching existing international programs, building on their successes and learning from their failures. Create a template, which includes possible revenue streams, for establishing more international PLT program partners. This work will be

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.

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.

- completed in conjunction with Manager, Professional Development and Instructional Design.
- Identify funding opportunities that intersect with SFI. This work will be completed in conjunction with Senior Director, Education Programs.
- Conduct research to advance [PLT's curriculum offerings](#). One such project includes organizing, researching, and writing ideas for PLT content adaptations that target priority audiences. After a working outline is established, next steps would include researching and securing adequate funding to support the execution of the proposed project. This work will be completed in conjunction with Director of Curriculum and Partnerships & Director of Development.
- Review SFI/PLT's historical partners to determine gaps and target future opportunities. Explore, design, and create viable models for partnership efforts. This work will be completed in conjunction with Director of Curriculum and Partnerships.

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:

- Current enrollment in an accredited 2- or 4-year college or university
- 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 Jaclyn Stallard, Director, Curriculum & Partnerships at Jaclyn.Stallard@sfiprogram.org. Subject line should say "Application: PLT Research Intern." Applications will be accepted until the position is filled.

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