



**Canadian Institute of Forestry**  
**Institut forestier du Canada**

## **Canadian Institute of Forestry/Institut forestier du Canada Knowledge Exchange Events Coordinator**

*(Version française disponible)*

**Job Description:** The primary goal of the Knowledge Exchange Events Coordinator will be to deliver knowledge exchange events both in-person and online (including workshops, forums, webinars and the 2024 CIF-IFC National Conference and 116<sup>th</sup> Annual General Meeting). The CIF-IFC hosts a number of knowledge exchange and professional development/continuing education each year that focus on sharing new forest research and science, technologies, tools and practices to forest practitioners and professionals. These events attract hundreds of forest practitioners, professionals and students from coast-to-coast-to-coast to learn about the latest developments in research, science and policy in the forest sector.

**Duration:** 52-Week Contract

**Location:** Mattawa, Ontario (remote working locations will not be accepted).

### **Job Responsibilities:**

1. Coordination of the 2024 CIF-IFC National Conference and 116<sup>th</sup> AGM including liaising with local organizing committees involved in the organization of the Conference including CIF-IFC Sections and partners, and providing administrative support as required in order to develop event programs.
2. Provide overall logistical support for the coordination of successful knowledge exchange events (in-person and online) by liaising with vendors (venues, catering, IT, etc.)
3. Liaise with and provide support to speakers, moderators, sponsors and exhibitors participating in knowledge exchange events.
4. Support CIF-IFC Staff in the coordination of any social events associated with knowledge exchange events, including the National Conference.
5. Work with CIF-IFC Communications Staff to develop communications materials to promote knowledge exchange events (including by not limited to email campaigns, social media, print media, etc.).
6. Maintain CIF-IFC website with up-to-date information regarding knowledge exchange events, set up event registrations and answer event inquiries from participants.
7. Assist CIF-IFC Staff in the delivery of forest science programs and initiatives and communication strategies.
8. Other duties as assigned.

### **Who can qualify?**

- Candidate must be a new entrant into the workforce, are transitioning to a new career, or the unemployed or underemployed who are entering a new field.
- Candidate must have not previously participated in an NOHFC funded internship in the 2020 Mandate.
- Candidate must be 18 years of age or older.
- Candidate must be legally eligible to work in Canada.
- Once hired, the candidate must reside in the Northern Ontario community in which they are employed.

### **Successful candidates will have knowledge of:**

1. University degree or diploma in forestry, natural resources management or related natural sciences.
2. Significant coordination and event planning experience.
3. Strong communication (written/verbal), and analytical skills (**Bilingual is an asset**).
4. Experience working with a range of stakeholders or interest groups; good interpersonal skills.
5. Proficiency in Microsoft Office applications.
6. Experience in creating graphics/promotional material and working with graphic design and website programs.
7. Outstanding organizational skills, with the ability to manage multiple projects and meet deadlines.
8. Flexible, organized, enthusiastic, a team-player and self-motivated.
9. Must be able to travel for work when required.

**Application Deadline:** November 27, 2023. Applications received after this date will not be accepted.  
**Please send applications consisting of cover letter and resume to:** [careers@cif-ifc.org](mailto:careers@cif-ifc.org)

**Commitment to equal opportunity:**

At the CIF-IFC, we strive to ensure that all people are treated equally and that we are a culturally competent organization. We value diversity and will continue to actively build a diverse workforce that is inclusive of persons of various groups in terms of age, sex, race, ethnicity, physical and intellectual ability, religion, sexual orientation, educational background and expertise. We believe in equal treatment and opportunity for employees. We will ensure the right to equal treatment is upheld in the areas of hiring, rate of pay, overtime, hours of work, holidays, benefits, shift work, discipline, performance evaluations, and advancement opportunities. Discrimination of any form will not be tolerated.

We are committed to a selection process and workplace environment that is barrier free and accessible to all individuals. If you need any accommodations or adjustments throughout the application or interview process, please email [careers@cif-ifc.org](mailto:careers@cif-ifc.org).

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

**For the Workforce Development Stream.**

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here: <https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

