



**Position:** Senior Program Coordinator

**Supervisor:** Restoration Program Manager

**Location:** Flexible within Canada (Remote/Hybrid)

**Job type & duration:** Full-time 1-year Contract with possible extension

**Start Date:** April 2026

## **ORGANIZATIONAL BACKGROUND**

From the annual collection of millions of viable tree seeds providing a reliable and consistent future supply, to supporting local jobs and economies through tree planting, forest stewardship and community engagement, Forests Canada works with a trusted network of partners to ensure the long-term health and resiliency of Canada's forested landscapes.

Over the past 75 years, our efforts to improve forest health, support fundamental ecosystem services, and foster a community connection with nature, has grown together with our capacity to conserve, restore and grow Canada's forested landscapes from coast to coast to coast.

## **JOB DESCRIPTION**

Reporting to the Restoration Program Manager, the **Senior Program Coordinator** supports the coordination, administration, and implementation of our national tree planting program. Working closely with the Restoration Management team, this position supports all aspects of program operations. This includes partner engagement, project assessment and approvals, data management, field audits, reporting, and communications.

The ideal candidate will have strong interpersonal, verbal, and written communication skills, along with collaborative and detail-oriented work style. This role requires frequent engagement with a large network of conservation professionals, landowners, Indigenous communities, and various partners across Canada. The Senior Program Coordinator will serve as a point of contact, providing program information, supporting restoration and stewardship initiatives, and promoting Forests Canada's national tree planting program.

## **RESPONSIBILITIES**

### **Program Coordination & Administration**

- Coordinate the day-to-day operations of Forests Canada's national tree planting program.
- Review and approve planting site plans, maps, planting reports, survival assessment data, and other project documentation submitted through Forests Canada's web portal to ensure accuracy and compliance with program requirements.
- Assist with the preparation and distribution of agreements and other program-related materials.

### **Data Management & Analysis**

- Support the development of the Program Guidelines through enhancement of project criteria, data requirements, and site details.
- Conduct and coordinate field site visits, audits, and survival assessments as required.
- Analyze data to support the development of draft reports, program summaries, and project overviews for partners, funders, and internal teams.

### **Partnership Engagement & Outreach**

- Coordinate and provide support for the planning and facilitation of meetings, workshops, events, and site visits involving staff, partners, and stakeholders.
- Support with developing outreach materials, program resources, digital content, and website updates.
- Respond to public and partner inquiries and support landowner engagement through phone calls, emails, events and other stewardship initiatives.
- Other duties as assigned.

### **REQUIREMENTS OF POSITION:**

- 3+ years of experience in forestry, forest restoration, conservation and/or tree planting.
- Degree or Diploma in Environmental Sciences, Restoration Ecology, Forestry, Resource Management, or a related field, or equivalent work or lived experience.
- Strong understanding of ecosystem restoration, forestry practices, and restoration supply chains.
- Field experience with tree planting operations, restoration activities, or site assessments.
- Demonstrated experience in data collection, data entry, management, and analysis.
- Excellent interpersonal and customer service skills.
- Strong written and oral communication skills, with the ability to communicate effectively with a wide range of partners, clients, and stakeholders.
- Proficiency in MS Office (Word, Excel, PowerPoint, database systems, and virtual meeting platforms (e.g., Teams, Zoom)).
- Strong organizational, problem-solving, and time management skills.
- Ability to work independently and collaboratively in a dynamic fast-paced environment.
- Ability to travel to various sites across Canada, including remote locations and varying weather conditions, as required.
- Ability to perform additional duties as assigned.

### **ADDITIONAL ASSETS**

- Experience working in environmental, forestry, or ecological restoration programs.

- Project or program management experience.
- Proficiency with ArcGIS Pro, GIS mapping tools, and spatial analysis techniques.
- Understanding of and respect for Indigenous history, knowledge and rights.
- Bilingual in English and French.
- Valid provincial driver's license and ability to travel throughout Canada.

**Work hours:** Monday to Friday, 37.5 hours per week

**Salary:** \$45,000 - \$65,000 and will be based on years of relevant experience and qualifications.

**Closing date:** March 9, 2026, or until candidate is found

**To apply:** Please send cover letter and resume to [careers@forestsCanada.ca](mailto:careers@forestsCanada.ca) and include "**Senior Program Coordinator**" as the subject line.

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

Forests Canada welcomes all applicants. We believe that diversity and inclusion are key to innovation through the sharing of ideas, experiences, and abilities. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.