



forest **recovery** canada  
régénération forestière canada



**Position:** National Program Manager

**Supervisor:** Chief Operating Officer

**Location:** Flexible within Canada

**Job type & duration:** Full-time, 1-year contract position with possible extension

### **ORGANIZATIONAL BACKGROUND**

Forests Ontario is a not-for-profit dedicated to the creation, preservation, and maintenance of forests and grasslands. Our ambitious, large-scale tree planting programs, extensive education resources, and decades of community outreach result in millions of trees being planted each year. Together with our national division, Forest Recovery Canada, we are the trusted authority for those seeking to invest in the growth and future of our forests and the health of our communities.

### **JOB DESCRIPTION**

The National Program Manager will be responsible for expanding and delivering on Forests Ontario's national planting program – Forest Recovery Canada (FRC). This position will lead partnership development, acquisition and management across the tree planting supply chain including working with seed collectors, nurseries, planting delivery agents, and suppliers outside of Ontario that meet the organization's planting requirements. The National Program Manager will leverage Forests Ontario's 20 years of success in building capacity to establish a Canada-wide partner network, generate and lead national planting projects, work with partners to estimate planting goals, and manage all reporting requirements. The National Program Manager will be responsible for communicating on a regular basis with a large network of partners, government representatives, and conservation professionals, and should have excellent verbal and written communication skills, with attention to detail.

### **RESPONSIBILITIES**

- Develop and grow national, provincial and Indigenous partnerships that lead to successful delivery of forest restoration programs outside of Ontario;
- Support the enhancement of program capacity and delivery (seed and stock, network of restoration professionals, landowner engagement, etc.);
- Develop and finalize partner agreements, track and coordinate reimbursements and invoicing, and ensure projects are proceeding as scheduled;
- Work collaboratively with the marketing and communications team to develop program outreach strategies, tools and materials;
- Analyze data patterns to identify gaps, inefficiencies, and areas for program and project growth across Canada;
- Lead, coordinate, and attend meetings, workshops, and seminars for staff, partners, clients, and the general public;
- Develop reports, briefing notes, and project overviews to stakeholders as needed, including partners, government agencies, funders, and clients;
- Assist in business development, such as contributing to proposals and grants, submitting documentation as needed, and reporting;

- Oversee and manage program budgets;
- Other duties as assigned.

#### **REQUIREMENTS OF POSITION:**

- University Degree in Environmental Sciences, Restoration, Ecology, Forestry, Resource Management, or related program, or equivalent life experience;
- At least five years of field experience in forest restoration and/or other field experience related to forestry;
- Strong interpersonal and customer service skills with an established network of partners in forest restoration across Canada;
- Advanced skills in program development, delivery, and management, including general finance and budgeting;
- Strong written and oral communication skills, with the ability to communicate effectively with a wide range of partners, clients, and stakeholders;
- Experience/knowledge on seed forecasting and collection;
- Experience in the MS Office suite, database applications, online meeting platforms (Teams, Zoom, WebEx);
- Problem solving, organization, and decision management skills;
- Ability to work independently and excellent time management skills;
- Experience traveling for work.

#### **ADDITIONAL ASSESTS**

- Experience with ArcGIS, Adobe Pro, and Salesforce or other CRM software;
- French language proficient;
- Valid G Driver's License.

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

**Salary:** Will be based on years of relevant experience and qualifications

**Closing date:** June 12, 2023

#### **To apply:**

Please send cover letter and resume to [careers@forestsontario.ca](mailto:careers@forestsontario.ca) and include "National Program Manager" as the subject line.

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

Forests Ontario 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.