

SFI PROGRAM MANAGER
Pennsylvania Sustainable Forestry Initiative, Inc. State Implementation Committee

POSITION SUMMARY:

The Sustainable Forestry Initiative (SFI) Program Manager has the primary responsibility for operating SFI logger training and landowner outreach in Pennsylvania. Activities include coordinating and conducting logger training programs; maintaining accurate records for logger training participants; implementing landowner outreach activities; securing the financial support from industry necessary to support the program. The Program Manager will also serve as the face of the SFI program in Pennsylvania, representing and promoting the program to various stakeholder groups and the general public.

The SFI Program Manager will need to be self-motivated and operate independently, working either from home or in a small office atmosphere. The Program Manager will report to the SFI State Implementation Committee and work with a training subcommittee.

The Pennsylvania Forest Products Association is the administrative sponsor of Pennsylvania SFI and the Pennsylvania SFI State Implementation Committee is a non-board committee of PFPA. The SFI Program Manager is an employee of the Pennsylvania Forest Products Association.

Pennsylvania SFI is the most successful logger training program in the state and SFI training is required to harvest state forest timber sales. Since 1996, more than 7,000 individuals have participated in SFI logger training. The program has also distributed more than 26,000 landowner outreach packets.

JOB RESPONSIBILITIES:

Logger Outreach and Training:

- Promote participation in SFI training to the logging community
- Schedule and coordinate SFI logger training programs, working with the Training Subcommittee, volunteers and paid instructors
- Track registrations for training courses, collect and process course payments
- Lead and teach training courses, as needed
- Ensure training records in the logger database are current and logger training cards are distributed
- Ensure training courses are consistent with state water quality Best Management Practices, environmental regulations and national SFI Inc. training requirements
- Work with the Training Committee on developing and updating training courses and training materials

Industry Outreach:

- Promote the benefits of participation in SFI program by the state's paper mills, sawmills and other forest product companies and secure their continued financial commitment to the program
- Develop, distribute and collect annual support assessments from SFI participating, partnering and supporting companies

Landowner and Public Outreach:

- Promote the SFI program, SFI-trained loggers and participating/supporting companies to landowners, governmental agencies and non-government entities
- Develop, maintain and ensure distribution of landowner outreach materials and program promotional materials in electronic and print formats
- Seek out partnerships with other organizations that also target landowners

Management and Administration:

- Conduct regular (bi-monthly) meetings of the SFI State Implementation Committee
- Work with the SFI Implementation Committee on the development and implementation of an annual program budget
- Explore opportunities for financial support from government and non-government entities
- Ensure the Pennsylvania program and its outreach materials are consistent with national SFI Standards
- Report the annual progress of the program to program participants/supporters and national SFI program office

Other Duties as determined by SFI State Implementation Committee or outlined in annual program goals and objectives.

RELATIONSHIPS:

- The SFI Program Director will report to the Pennsylvania SFI State Implementation Committee, with administrative oversight by the PFPA Executive Director
- The State Implementation Committee and its subcommittees, and regional training coordinators will assist the SFI Program Director in the implementation of logger training and other initiatives
- The SFI Program Director will have access to administrative support
- The SFI Program Director will submit reports and maintain communications with the national SFI program

EDUCATION AND EXPERIENCE REQUIREMENTS: Degree in forestry, natural resources, wood products or other relevant curriculum. Relevant experience in forestry, timber harvesting, wood products, sales/marketing, membership development/member service or teaching may be substituted for the education requirement.

SKILL REQUIREMENTS:

- Self-motivated, with the ability to work independently and take ownership of program and its initiatives
- Strong oral presentation and written communication skills
- Administrative and organizational skills focused on efficiency and attention to detail
- Flexible and comfortable with multi-tasking
- Computer skills (Microsoft Office software); Experience or ability to learn usage of Access database software
- Valid Pennsylvania Driver's License

PREFERRED SKILLS AND EXPERIENCE:

- Sales, recruitment, member service or customer service orientation
- Experience or understanding of forestry and forest product company operations
- Understanding of state water quality and land use regulations
- Publication development
- Experience in conducting training programs
- Experience working with Boards and Committees

PRIMARY JOB LOCATION: To be determined, based upon candidate. Home-based office is likely.

TRAVEL: Job responsibilities will involve extensive in-state travel, for logger training, State Implementation Committee meetings, visits to industry supporters and other outreach activities. Some overnight travel will be required.