



Explore A Career At Mosaic

Operating for over a century on Vancouver Island and coastal BC, Mosaic Forest Management is Canada's largest private timberland producer. We take pride in our land base and have a long-term view of managing our trees and the eco-systems in which they grow.

The Opportunity

Mosaic is seeking a **Safety Intern** for a 2-year intern position as part of the **Indigenous Intern Leadership Program**, to work out of our Nanaimo, Nanoose Bay, Campbell River or Vancouver office in British Columbia.

The Role

Reporting to the Director, Health & Safety, the Safety Intern will provide general safety related administrative services and will support the Health & Safety team with the implementation of a new safety program. Specific responsibilities include but are not limited to assisting the Health and Safety team with:

- > Coordinating and providing administrative support for the rollout of a new safety culture and safety system program;
- > Coordinating and supporting meetings and events;
- > Drafting safety-related communications, materials, and presentations;
- > Supporting process mapping activities for safety related processes;
- > Updating and developing new safety forms, templates, documents, and PowerPoint presentations;
- > Supporting the implementation and maintenance of a safety metrics tracking framework;
- > Completing electronic and paper filing tasks;
- > Inputting and updating safety data in various systems and databases;
- > Responding to internal and external requests and maintaining action logs; and
- > Supporting the implementation of business improvements and enhancements (i.e., self-service features, process automations, etc.).

Required Skills and Experience

- > Proficiency in Microsoft Office products including Word and Powerpoint;
- > Strong organization, attention to detail, and time-management skills;
- > Ability to work both independently and in team-based, collaborative environments;
- > Results orientated; and
- > 1+ years of office administration experience is preferred, but not required.

Eligibility Criteria

This position is an intern position through the Indigenous Intern Leadership Program. **To be eligible to apply for this position, you must be Indigenous (First Nations status or non-status, Métis, Inuit).**

What You Get

Mosaic Forest Management is one of [BC's Top 100 Employers](#). We are proud of our highly collaborative, respectful, and innovative work environment. Our employees are empowered with high levels of role autonomy and the ability to make decisions and lead change.

Our compensation philosophy is a key driver of our culture and includes competitive compensation and benefits, paid vacation, a health and fitness reimbursement program, and various other benefits and perks.

To Apply

Visit mosaicforests.com/careers and click on the **Job Opportunities** to apply. This position will remain posted until filled.

Mosaic Forest Management is an inclusive workplace. If you require accommodation, at any point during the recruitment process, please email careers@mosaicforests.com.

About Mosaic Forest Management

Mosaic Forest Management Corporation is in the business of sustainable forest stewardship, managing private timberlands and Crown forest tenures in Coastal British Columbia for more than a century.

Mosaic employs several thousand people directly and indirectly, and is committed to achieving positive economic, social and sustainability outcomes from the working forest.

The Mosaic land base spans across beautiful Vancouver Island. Beyond generating strong economic returns, we manage our private forest lands to protect the cultural values of our Indigenous partners, provide sustainable forest stewardship and environmental services, and offer a variety of recreational opportunities, scholarships, and donations to our neighbouring communities.

For more information, visit MosaicForests.com.