Forest Resources Planning Coordinator – May 2026

DATE: November 03, 2025
CLOSING DATE: November 24, 2025
JOB NUMBER: 2025-83
POSITION TYPE: Contract (2-year)
LOCATION: Athabasca, Alberta

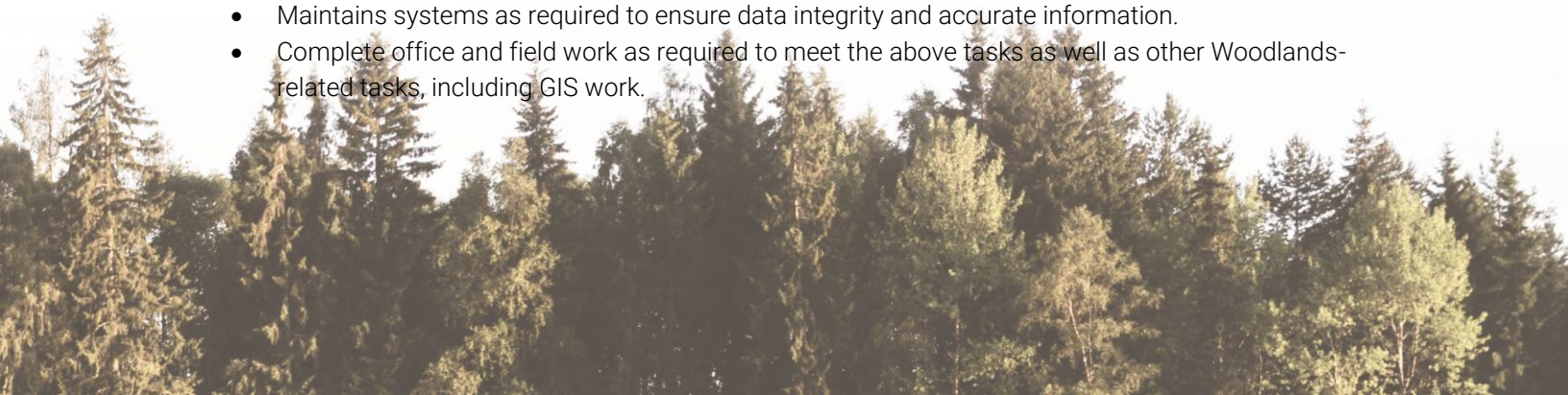
Alberta-Pacific Forest Industries Inc. (Al-Pac) is seeking a Forest Resources Planning Coordinator to work out of our mill site in Athabasca, Alberta with a start date of May 1, 2026. The successful candidate is responsible for supporting the Forest Resources Team activities through an office/field application to ensure that production, quality, environmental and legal requirements are met in a safe and cost-effective manner. This role is offered as a 2-year contract with the potential for renewal based on performance.

Who are we?

Al-Pac is the largest single-line kraft pulp producer in North America. Our mill is located near the communities of Athabasca, Boyle & Lac La Biche. We are leaders in our industry, from our quality products, mill operations and responsible forest management practices, to the way we grow and develop our team members and work with local communities. We are continuously exploring new and innovative ideas, while delivering premium products with a commitment to strong environmental stewardship and corporate social responsibility – a commitment that is demonstrated by our long-standing Forest Stewardship Council® (FSC®) certification*.

Role Responsibilities:

- Supervises and conducts quality control on work completed by planning consultants and contractors for the purpose of obtaining government timber harvest approvals and the securing of fibre to the mill. May supervise and maintain operational planning related contracts.
- Layout harvest areas as required, including both office and field work.
- Liaises with various internal and external stakeholders, including the public, Indigenous communities and government staff as required to obtain plan approvals.
- Works with the planning team & team planning supervisor to schedule and plan approvals as well as meets the ready to harvest targets as required by the layout and logflow schedules.
- Enters, analyses and maintains data and information and provides related records and reports as required for Woodlands operational planning requirements.
- Maintains systems as required to ensure data integrity and accurate information.
- Complete office and field work as required to meet the above tasks as well as other Woodlands-related tasks, including GIS work.



Role Requirements:

- B.Sc. or diploma in Forest Management or a related field.
- Current holder of, or eligible for registration for RPF or RPFT designation.
- Experience working in the forestry sector in a summer student capacity as a planning co-ordinator or a related field, including silviculture and timber harvesting. Additional experience welcome.
- Experience using software/programs (e.g. ArcGIS Desktop, etc.) and related extensions and relational databases.
- Proficiency in the use of Microsoft Office Professional (Excel, and Access), Microsoft Windows, Internet, and computer network systems
- Knowledge in the use of LRM and LIMS systems is considered an asset.

Other:

- Ability to work independently and in a team with internal/external stakeholders to achieve predetermined goals and meet deadlines.
- Well-developed organizational skills with the ability to prioritize multiple assignments.
- A basic understanding and comprehension of forest management, forestry legislation and land use planning in Alberta, particularly as it relates to obtaining Government approvals for the purposes of securing fiber for the mill.
- Clean drivers abstract and valid driver's license
- Ability to commute/relocate to meet the needs of the role.
- Flexibility to work Fridays/weekends on occasion.

What we offer:

- A compressed regular work week from Monday to Thursday
- A competitive annual salary including paid pension and matching RRSP program.
- Four week's annual vacation (increasing with service).
- Company paid dental and extended health benefits from day 1.
- A team-based culture that encourages work-life balance.
- Relocation assistance is available.

Please note this current opportunity is open until filled, resumes can be forwarded in confidence to careers@alpac.ca.

Legal Statement

Al-Pac is an equal opportunity employer and encourages applications from all qualified individuals. We wish to express our thanks to all applicants for their interest and effort in applying for this position; however, only candidates selected for an interview will be contacted.

*FSC-C021640