

Resource Assistants Program – Position Description
Forest Service National Office, Washington, DC

Water Program Communications Intern (MA004)
Biological and Physical Resources Staff

This position is located within the Washington Office’s Biological and Physical Resources staff and serves as an Intern in the National Watershed Program. Duties and responsibilities are to organize and create communication, outreach, and training materials, including website content, sharepoint sites, brochures, PowerPoint templates, story maps, and webinar series, for Watershed University and other Watershed Programs. A successful candidate must possess excellent organization, written and verbal communication skills, and multitasking skills. The candidate must be able to pay close attention to details and be able to quickly shift priorities, when necessary. Candidate should be comfortable with Microsoft Office applications, including Word, PowerPoint, Teams, SharePoint, Stream, and AGOL, and be willing to learn new applications and systems. A self-sufficient, self-starter with educational background in water resource or natural resource management and communications is highly desirable.

This position is designed to provide a career-oriented introduction to the background, philosophy, concepts, and scope of the Forest Service Physical Sciences functions and a practical understanding of the policies of the employing organization. Assignments are temporary in nature and, in conjunction with formal education from an accredited educational institution, the Resource Assistant will gain the necessary competencies for future career opportunities in the Physical Science field.

Work is primarily performed in a virtual office setting of the applicants choosing where there is adequate light, heat and ventilation.

The Forest Service National Office is located in Washington, DC. The successful candidate can be located anywhere in the United States but will be expected to align their normal work schedule to include at least the hours from 10 AM to 4 PM in the Eastern Time Zone.

Preferred background is Water Resource/Natural Resource Management with skills in communications, or Communications with knowledge of water resource/natural resource management

Job location is the BPR staff in the Washington Office – Washington DC

Position is Virtual

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United States Department of Agriculture



Forest Service