



Resource Assistants Program – Content Production Assistant (MA005)

Forest Service National Office, Washington, DC

Recreation One Stop (R1S) Program

The Content Production Assistant for the Recreation One Stop (R1S) Program will assist the communication team with a variety of writing and research projects during the six-month assignment. This is an opportunity to learn about the R1S program and the Recreation.gov travel planning and reservation service, while assisting with a variety of communication and outreach activities.

This position is located within the Washington Office's Recreation staff. 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. A self-sufficient, self-starter with educational background in communications is highly desirable.

This position is designed to provide a career-oriented introduction to the background, philosophy, concepts, and scope of the Recreation One Stop functions and a practical understanding of the policies of the employing organization.

Supervision and Support

- The Public Affairs lead for R1S (Janelle Smith) will provide direct supervision.
- Work assignments will be provided and reviewed by the supervisor and/or the lead content editor (Kristi Bray).

Work Environment

- This is a completely virtual position.
- The Assistant will interact with co-workers through a variety of online tools and environments to include email, a project management tool (Basecamp), instant message system (Slack or Lync), virtual meetings (WebEx, MS Teams, Zoom, or other), conference calls, and others.
- Our team will meet each week via video conference (WebEx) to identify priorities and connect on project status.
- Also be working with members of the contractor Marketing Team, Booz Allen Hamilton.
- The Communications Team (Janelle and Kristi) are always available to provide support, help clarify instructions, answer questions and help with whatever needs the Assistant may have.
- We anticipate a 40-hour work week (depending on agreed upon schedule), with eight-hour workdays and/or the ability to flex the schedule based on need.

Assignments

- Writing original season-specific, trip-planning content to be featured on the Recreation.gov homepage. This includes conducting research, working with subject-matter experts, collecting appropriate images and submitting for review and approval.
- Writing short newsletter articles to be featured in the Recreation.gov Storyboard monthly newsletter.





- Assist with communication/marketing projects and perform a variety of tasks to include drafting briefing papers, gathering information, writing social posts, preparing presentation slide decks, and other communication/promotion related activities.

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.

JANELLE SMITH

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