



## USDA Forest Service Resource Assistant Program

- Position.** Information Assistant/Community Engagement Assistant
- Duration.** 8 Month Fellowship (32 weeks): Starting June 2023 – February 2024 (dates are dependent upon the start date)
- Location.** Chattahoochee-Oconee National Forest Supervisors Office, 1755 Cleveland Highway Gainesville GA, 30501.
- Reports To.** The Information Assistant/Community Engagement Assistant will report to the Community Engagement Specialist.

### Job Overview

*Love introducing young people to nature?  
Interested in being a champion for diversity, equity and inclusion on public lands?  
Have mad skills in using creative social media and working with partners?  
This opportunity is for **YOU!***

The Information Assistant/Community Engagement Assistant is a position working directly with the U.S. Forest Service at the [Chattahoochee-Oconee National Forests](#) (CONF) main office in Gainesville, Georgia. The position supports the [Georgia Mountains Children's Forest Network](#) (CFN.) A collective of land managers, NGO's, and individuals with unique tools and resources, CFN together works to expand and build upon successful programming and increase access to public lands for all. CFN supports programs such as Forest For Every Classroom educator workshops that provide skills for equitable-place-based service learning, NextGen Forest Ambassadors outdoor experiential program for teens, Every Kid Outdoors 4<sup>th</sup> grade outreach programs, along with myriad classroom visits, career connections, events, festivals, and more!

### Responsibilities and Duties

Coordinates and directs the daily operations of the interpretation program. Develops environmental programs and wilderness education programs and presents this information to various groups, adjusting the message for intended audience. Provides support to and assists in the development and administration of environmental education programs for schools, working with school teachers to plan customized programs to meet the objectives of school curricula. Contacts and arranges for presenters who are knowledgeable in the requested program topic. Performs research to verify historical and scientific facts for use in educational programs or in response to specific inquiries.

Works with outside partners on a formal and informal basis to advance the goals of interpretive services program of the Forest Service. Coordinates with multiple departments within the Forest



Service and external government agencies to ensure accurate visitor information, and to create partnerships for effective community outreach. Coordinates with Forest personnel for field days and various special events. Provides liaison with community organizations and interest groups to stimulate interest in and utilization of forest recreation facilities. Develops and conducts forest recreation education programs for the local community and forest visitors.

Provides visitors with detailed information in the areas of various permits and pass requirements, trip planning, local area information, ecological and wilderness information. Plans, develops, updates and provides visitors with recreational guides, brochures, and maps that include but not limited to information such as seasonal restrictions, fire danger levels, weather conditions, trail conditions, and recommended equipment etc. Explains safety requirements and regulations to the public of the proper use of the national forest. Plans, creates, and provides presentations for the interpretive displays such as forest management, ecology, and natural and cultural history that will be displayed in kiosks and provided to the public through programs. Responds to inquiries, questions, and complaints from the general public and other government agencies. Compiles and prepares various reports as requested by the supervisor, managers and other government agencies.

Organizes, inventories, and maintains program equipment and supplies. Provides input to the budget planning by assisting with the overall estimation of materials, personnel, and supplies needed for work accomplishment. Maintains and updates all interpretation records, reports, and databases. Make recommendations to the supervisor and managers regarding interpretive services to improve the efficiency and effectiveness of the interpretation operations.

Researches, develops, revises and updates educational, recreational guides, pamphlets, fact sheets, brochures, newspaper articles, trail signage, kiosk, boards, and interpretive displays. Coordinates and cooperates with other departments, government agencies, partners, associations and businesses to ensure timely and accurately sharing and dissemination of information to visitors. Writes, edits, proofreads and updates information contained on the forest website/social media sites. Consults and coordinates with supervisors, program managers and the public affairs office for the content and final production of all media products.

Serves as unit collection officer and is responsible for accounting, balancing, reconciling, and accurate record keeping of the donation funds. Reviews cash processing transactions, completes audits, and prepares various reports on the status of funds. Responsible for inventory and control of various merchandise that is located in the gift shop.

**An Ideal Candidate:**

- Is a flexible, self-motivated problem-solver with an adventurous, can-do approach
- Collaborates well with others and shines in a team environment
- Has experience thinking about and discussing themes of justice, equity, diversity, and inclusion
- Enjoys time with groups of young people and creating mentorship opportunities
- Has interpersonal communication, public speaking and/or customer service experience with an emphasis on conservation education, partnership and stakeholder engagement



# MANRRS

- Has good working knowledge of written and oral communication principles, techniques and methods; analytical methods; and interpersonal relations
- Uses good writing skills sufficient for writing and editing feature and quasi-technical articles and reports
- Has ability to perform duties in an office setting, as well as assignments which may result in exposure to hazards associated with foot travel to remote forested areas and lifting/carrying event materials and equipment up to 50 lbs.
- Has experience creating and coordinating presentations using various software programs such as video editors, Zoom, PowerPoint, Illustrator, InDesign, Photoshop, Premiere Pro, and AdobeConnect, etc.
- Possesses a Public Relations, Communications, Education, Outdoor Recreation, Business Administration, Environmental Sciences or similar relevant degree.

## Minimum Requirements

- Completion of 2 years at an accredited university, an Associate's degree, or higher
- US citizenship or permanent residency. RAs must undergo a government background check if selected.
- Participation in US Forest Service Orientation Training scheduled for June 2023

## Program Supports Include:

- Pandemic telework accommodations and personal protective equipment to ensure employee safety
- Human resources support from MANRRS including health benefits
- Supervision and mentorship from U.S. Forest Service
- Forest Service uniform; use of government vehicle for work-related travel; equipment and supplies needed to perform duties
- Oversight and guidance on Forest Service policies and practices; review of all external products
- Lots of training opportunities, including formal and on-the job training in planning, organizing, and executing information, external relations, public involvement, and environmental education activities, to develop experience in various phases of public affairs, partnerships, and volunteer services
- Eligibility for [Direct Hire Authority](#) upon completion of program requirements

The position is to be filled in early 2022 and will continue full-time for 52 weeks with potential for extension.

**Location:** Chattahoochee-Oconee National Forests, Gainesville, Georgia

*Prior to starting this position, a government security background clearance will be required.*