



USDA Forest Service Resource Assistant Program

Position. Partnership Support Team

Duration. 8 Month Fellowship (32 weeks): Starting July 2024 through February 2025 (dates are dependent upon the start date).

Location. Virtual - Occasional travel to Washington DC or other Forest Service events may be required.

Reports To. Partnership Support RA will report to Partnership Support Team Leads.

Job Overview

This position serves the National Partnership Office (NPO), which is under the National Forest System (NFS) at the Washington Office. The daily assignments would be directed by the Partnership Support Team Leads. The Partnership Support RA will work within a team of talented professionals responsible for building partnership resources and expertise. This role will interface regularly with Washington Office, Regional Offices, and unit-level personnel as well as external partners.

Responsibilities and Duties

- **Program Communications (40%).** Assist the Partnership Support Team by building partnership engagement resources, including but not limited to writing informational and instructional documents and blog posts, developing talking points and presentations to provide clarity on corporate partnerships. Identify potential partnership opportunities with corporate and philanthropic organizations and build rapport with the Forest Service. Responsibilities include organizing and facilitating meetings, sending out documents for review, building out an internal SharePoint site with program information about new corporate and philanthropic opportunities. Proposing and drafting social content highlighting partnerships to be shared on FS and partner social channels. Proposing and drafting short-form educational videos/reels about partnership FAQs and processes. All work products will seek to operationalize the Equity Action Plan, Tribal Action Plan, and Wildfire Risk Crisis Strategy.
- **Partnership Development (10%).** Participate in partnership cultivation by assisting in engagement activities, sourcing partners and developing pitch decks, assist with developing partnership agreement documents. Conducting follow-up interviews with prospective partners.
- **Training, logistics, and organization (20%).** Support the development, maintenance, and distribution of resources used to educate and train internal and external audiences. This may include outreaching to speakers, gathering and organizing feedback from the field and partners, and disseminating key takeaways. Support logistics, including scheduling and providing event support to the partnership community.



- **Data management (30%).** Collect and organize data from regional and field contacts to support a database of new and potential partners. Work with a team to develop a system to manage partnership information and opportunities that are accessible across the forest service.

Qualifications

- Candidate must have completed (at minimum) an undergraduate or associate degree.
- Excellent verbal/written communication skills
- Excellent project management skills, with experience managing multiple work streams simultaneously.
- Strong problem-solving skills
- Interest in developing relationships with corporate and philanthropic entities in support of corporate/social responsibility goals particularly around environmental resilience, climate change, and conservation finance, and land management.
- Interest in (and preferably familiarity with) equity centered practices
- Experience writing informational documents that can be understood by a diverse audience (e.g. navigating hot topics, differing viewpoints, etc.)
- Experience with network-building, data management, and training development a plus
- **Candidate must** be willing to approach a problem from different viewpoints and think outside his/her own personal beliefs.

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 2024