



## **USDA Forest Service Resource Assistant Program**

**Position.** Program Support Specialist (Special Uses)

**Duration.** 8 Month Fellowship (32 weeks): Starting July 2024 through February 2025.

**Location.** USFS – Intermountain Regional Office, Ogden, UT 84401

**Reports To.** The Program Support Specialist will report to Regional Program Manager.

### **Job Overview**

Selected candidate will assist the Regional Program Manager for Lands Special Uses in reviewing documents for legal adequacy, prepare agreements and correspondence, create and manage GIS data, coordinate field work with multiple Forests, work with National partners to improve programmatic delivery, and prepare training materials. Successful candidate must enjoy solving complex problems, developing relationships, be highly organized, and be committed to working as a member of a team.

### **Responsibilities and Duties**

- Review legal documents to ensure adequacy.
- Prepare correspondence, reports, briefings, and legal agreements.
- Manage complex data and GIS information.
- Assist in developing training curriculum and materials.
- Coordinate field visits and assist with field examinations.

### **Qualifications**

The selected candidate must have the following:

- A 4-year degree in any field of study or be within 8 months of graduating;
- Strong communication and organization skills;
- The ability to lift up to 50 pounds;
- The ability to walk over uneven terrain to up to ½ mile.
- A valid drivers licence;



- Love solving complex problems and puzzles;
- The ability to think outside the box.

**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