



USDA Forest Service Resource Assistant Program

Position. Information Assistant

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

Location. National Agroforestry Center, 1945 N 38th Street, Lincoln, NE
Virtual location optional

Reports To. The Information Assistant will report to the Agroforester

Job Overview

Work with NAC's Technical Assistance and Outreach Team to develop high quality agroforestry publications and outreach materials for National Agroforestry Center customers and support the Center's mission. The mission of NAC is to accelerate the application of agroforestry through a national network of partners. NAC's key customers are the natural resource professionals who work with farmers, ranchers, woodland owners, Tribes, and communities. We are committed to creating a diverse conservation workforce and diverse applicants with relevant education or experience are encouraged to apply.

Responsibilities and Duties

- Create original graphics and design content for publications, presentations, promotional materials, and website with supervisor support using USDA Forest Service branding standards
- Ensure Section 508 compliance of NAC and selected partner publications and videos using Adobe Creative Suite programs including Photoshop, InDesign, Premier, and Acrobat.
- Edit existing video material to ensure implementation of USDA Forest Service branding standards.
- Provide technical input on the format and quality of graphics used in delivery of NAC's Technical Assistance and Outreach products.
- Create digital products using existing graphics and take new photographs for communication materials.
- Assist in developing NAC promotional and marketing plans and materials including identifying audiences, communication mediums, and standards for consistency and Section 508 accessibility compliance.
- Assist with developing and maintaining publications for NAC's website.

Qualifications

- College graduate or student completing a degree by July 2024 in Graphic Design, Communication, or a related field.



MANRRS

- Excellent written and oral communication skills.
- Knowledge of and ability to use Adobe Creative Suite (Photoshop, InDesign, Premier, and Acrobat).
- Knowledge of and ability to edit and manipulate digital images for use in web and print media with current computer software such as Adobe Photoshop.
- Knowledge of production and editing techniques and software such as Adobe Acrobat and Microsoft Word.
- Knowledge of and ability to prepare presentations and visual aids for presentations with current software such as Microsoft PowerPoint.
- Preference will be given to candidates with video editing experience.

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 July 2024