



## USDA Forest Service Resource Assistant Program

**Position.** Climate Change Resource Assistant – Recreation Programs

**Duration.** 8 Month Fellowship (32 weeks): Starting June 2023 – February 2024 (dates are dependent upon the start date)

**Location.** Remote or Washington, DC.

**Reports To.** Surina Singh, National Developed Recreation Program Manager  
Washington Office, 201 14th Street SW, Suite 4 SC, Washington, DC 20250  
[Surina.Singh@usda.gov](mailto:Surina.Singh@usda.gov)

### Job Overview

This position will work within the Forest Service's national office, Recreation, Heritage, and Volunteer Resources (RHVR) staff area. While the office is based in Washington DC, many staff work virtually and the Resource Assistant could also work virtually, with some travel opportunities.

This position works under direct supervision and mentorship of the national Developed Recreation Program Manager. In addition to orientation to Forest Service organization, mission, and core values, the Resource Assistant will play a key role in advancing climate adaptation and sustainable operations efforts, including becoming a key member of the RHVR Green Team.

Specific duties will include participation in weekly staff meetings and project-specific meetings, maintaining documentation of RHVR climate adaptation / sustainable operations efforts, contributing creative thinking and initiative to help identify and develop ways to advance climate adaptation and sustainable operations within RHVR program areas, and working within the Forest Service Natural Resource Management database.

This position will also have opportunities to work with a number of program managers within the RHVR staff group to gain different perspectives and experience in areas such as trails management, volunteer programs, interpretive services, recreation planning, fees programs, and promotion of universally accessible recreation opportunities – helping identify and advance ways to adapt to climate change across program areas. This position will include inventory and assessment of current information related to climate change and recreation within the Forest Service, in other agencies, and in the non-profit sector.

### Responsibilities and Duties

In addition to orientation to Forest Service organization, mission, and core values, the Resource Assistant will play a key role in advancing climate adaptation and sustainable operations efforts, including becoming a key member of the RHVR Green Team.



Specific duties will include:

- Participation in weekly staff meetings and project-specific meetings,
- Maintaining documentation of RHVR climate adaptation / sustainable operations efforts,
- Contributing creative thinking and initiative to help identify and develop ways to advance climate adaptation and sustainable operations within RHVR program areas,
- Working within the Forest Service Natural Resource Management database.
  
- Helping to develop tools and templates to make it easier for forest- and grassland-level managers to incorporate climate change considerations into project planning and implementation.
- Compiling information that will be reported in the Climate Action Tracker, the agency's monitoring tool of implementation of national and regional climate adaptation plan actions.
- Assessing current information related to climate change and recreation within the Forest Service, in other agencies, and in the non-profit sector.

This position will also have opportunities to work with a number of program managers within the RHVR staff group to gain different perspectives and experience in areas such as trails management, volunteer programs, interpretive services, recreation planning, fees programs, and promotion of universally accessible recreation opportunities – helping identify and advance ways to adapt to climate change across program areas. Other professional development opportunities may also be available.

This position is remote-eligible in an office setting. The intern will be expected to participate in regular virtual meetings on Microsoft Teams. Occasional (quarterly) overnight travel may be required to attend in-person trainings and workshops.

### **Qualifications**

Required: Bachelor's degree in biology, natural resources, environmental studies or policy, or related field and at least 6 months related experience. Experience can be in the form of summer internships or part-time positions while a student.

Preferred: Master's degree in any of the above fields or at least one year of related experience.

An ideal RA candidate would have the following skills:

- Ability to synthesize and summarize technical information for different audiences, including the general public.
- Effective oral and written communication skills with technical and non-technical audiences.
- Ability to work independently with minimal supervision as well as part of a team.
- Proficiency in interpreting and communicating scientific analyses and research papers.
- Experience with producing scientific figures and organizing data.

### **Minimum Requirements**

- Completion of 2 years at an accredited university, an Associate's degree, or higher



# MANRRS

- 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