



## USDA Forest Service Resource Assistant Program

**Position.** State & Private Forestry and Research Climate Change Resource Assistant

**Duration.** 8 Month Fellowship (32 weeks)  
February 2024 – September 2024 (Expected Start Date: February 5, 2024)

**Location.** Remote

Supervision and position duties are shared between the Region 5 Regional Office (Vallejo, CA and Los Angeles, CA) and the Pacific Southwest Research Station (PSW) Headquarters (Vallejo, CA).

**Reports To.** The Resource Assistant will report to three Mentors, including the Region 5 Ecosystem Services & Climate Change Program Lead (Primary), Los Angeles Urban Center Administrator, & Pacific Southwest Research Station Northern California Research Supervisor.

### Job Overview

The State & Private Forestry and Research Climate Change Resource Assistant will add to the capacity of both the Pacific Southwest Regional Office (headquarters for California and Hawaii/the Pacific Islands) and the Pacific Southwest Research Station to respond effectively to climate change. With a diversity of partners, cultures, and ecosystems, California, Hawaii, and the Pacific Islands present unique challenges and opportunities for addressing climate change at numerous scales. The Resource Assistant will help the Region and Forests to build a solid foundation in response to the USDA Forest Service Climate Adaptation Plan (CAP) and Climate Action Tracker (CAT). This position is part of a group of climate change-focused internships that will receive specialized training and opportunities to engage with other members of the cohort.

### Responsibilities and Duties

The Resource Assistant will have the opportunity to work in two Deputy Areas (Research & Development and State & Private Forestry). The Resource Assistant will support a portfolio of tasks in support of climate change education/awareness, information synthesis and delivery, data compilation and presentation, and project implementation via a combination of internal/agency teams and external partnerships with California- and Hawaii/Pacific Islands-based plus national stakeholders.

The Resource Assistant would have the following duties:

Climate Change Program Projects (50% time): Collecting information from R5 Forests and partners to develop climate change information “blasts”; updating content on the R5 Climate Change Integration Team Intranet Site (internal) and R5 Climate Change Website (public-facing); developing 1-2 page climate change briefs on topics such as climate change & infrastructure, climate change & recreation, and climate change and fire; assisting R5 National Forests update Carbon White Papers; providing support for climate vulnerability assessment and adaptation strategy workshops.



Urban & Community Forestry Projects (30% time): Managing Inflation Reduction Act grants (including tracking progress reports and connecting with partners); developing communications highlighting the work being implemented through these grants; providing program support for partnerships with Research & Development and the Los Angeles Urban Center Fellows; assisting with organizing the Los Angeles Urban Center Annual Partners' Meeting (agenda development, speaker recruitment, and logistics); and coordinating with other Federal, State, and local governments, non-profit organizations, health departments, and academia to implement projects at the nexus of Urban & Community Forestry, climate adaptation, and human health.

Pacific Southwest Research Station (PSW) Projects (20% time): Developing write-ups on science projects (including climate research) for posting on PSW's website and sharing with partners; compiling data related to PSW's climate change program and tribal research program; coordinating archiving and tracking of research publications/products; representing PSW and climate change meetings; and assisting with aspects of the Northern California research program at PSW.

Occasional travel may be required, not to exceed 20% time.

### **Qualifications**

- College- and/or graduate-level coursework in climate change and/or environmental science is essential, along with coursework in another field directly related to land management, such as biology, hydrology, forestry, land use planning, or sociology. A Bachelor's degree is required.
- Knowledge of: climate change patterns across California; the biophysical basis for these changes; and interactions with other threats in the region including drought, wildfire, and invasive species.
- Skills in: communicating to both professional and lay audiences; convening diverse groups of professionals (agency, other Federal, State, and local/Tribal government agencies, academia, non-profit, private sector) for purposes of coordinating information exchange and planning; and synthesizing input from partners and external experts and producing summaries for consideration by partner organizations.
- Abilities relating to: working as part of a team and being able to fill multiple team roles; working under supervision of multiple team co-leads while independently operating as a member of that team; creatively contributing to internal and external stakeholders.
- Additional skills desired: tangible evidence of leadership traits and public engagement; passion for sustainability and climate change (both adaptation and mitigation); able to navigate new/challenging processes; and experience with Microsoft Word, Excel, PowerPoint, Outlook, Teams, and SharePoint.

### **Minimum Requirements**

- Completion of a Bachelor's degree, or higher.
- US citizenship or permanent residency.
  - Resource Assistants must undergo a government background check if selected.
- Participation in in-person USDA Forest Service Resource Assistant Program Orientation scheduled for February 2024 (5 business days, including travel).