

**[Job Title]**

Urban and Community Forestry Program Natural Resources Specialist

Start Date

This Natural Resources Specialist will report in February 2023 (exact date negotiable).

Reports To

Urban and Community Forestry Program Manager for the Northern and Intermountain Regions.

Location

This position is 100% virtual, though candidates located in North Dakota, Montana, Idaho, Utah, or Nevada are preferred. Regional Offices are located in Missoula, MT and Ogden, UT. The successful candidate will be expected to align their normal daily work schedule to include the hours from 10am to 3pm Mountain Time. Occasional travel for staff and partner meetings may be required.

Job Overview

The Forest Service Urban & Community Forestry (UCF) Program is a technical, financial, and educational assistance program, delivering nature-based solutions to ensure a resilient and equitable tree canopy where more than 84 percent of Americans live. Through partnerships, we invest from the ground up to establish, restore, maintain, and improve our community trees and forests. This position will work with the Northern & Intermountain Regions' Urban and Community Forestry Program Manager to provide support to U.S. Forest Service staff and partners in North Dakota, Montana, Idaho, Utah, and Nevada. Partners include state forestry agencies, tribes, municipal governments, non-profit conservation and greening organizations, universities, and private landowners.

Responsibilities and Duties

- Use spatial tree canopy mapping and environmental justice tools to assist federal and state UCF program staff in identifying and assessing opportunities to improve tree canopy equity and access in disadvantaged communities.
- Develop outreach strategy and materials to raise awareness of the UCF Program and assistance options with communities and potential partners.

- Prepare various communication products on UCF topics, such as written summaries, factsheets, supporting graphics, and website/social media content.
- Support efforts to disseminate new urban forestry research and tools as a member of the National Urban Forest Technology & Science Delivery Team.
- Assist new and existing partners as they develop grant proposals and navigate award requirements.

Qualifications

Minimum requirements:

- Applicants are required to have either recently graduated (within 2 years) or be currently enrolled full-time at an accredited U.S. college/university and pursuing or possess a bachelor's degree (4-year degree) in natural resources management, forestry, urban forestry, conservation biology, ecology, GIS, communications, public administration, or a closely related field. Degree completion must occur prior to any potential conversion into a full-time position. An advanced degree (Master's, PhD) is highly desired.
- US citizenship or permanent residency. RAs must undergo a government background check if selected.
- Strong internet capability.

A successful candidate would have the following skills/knowledge/interests:

- Strong organizational skills.
- Excellent oral and written communication skills.
- Critical reading skills and experience with information synthesis.
- Proficient with Microsoft Office 365 applications (Outlook, Word, Excel, PowerPoint, and Teams).
- Experience in GIS and/or demonstrate aptitude in utilizing online spatial tools.
- Self-starter, capable of working independently and in team environments.
- Not afraid to ask questions, place cold calls, and navigate new/challenging processes.