

**Job Title**

Urban and Community Forestry Resource Assistant

Start Date

This Urban and Community Forestry Resource Assistant will report in early Spring, ideally in February or March.

Reports To

The Urban and Community Forestry Resource Assistant will report to:

Primary Supervisor:

Miranda Hutten, miranda.l.hutten@usda.gov, 707-562-9025

Secondary Supervisor:

Christian Giardina, christian.p.giardina@usda.gov, 808-854-2619

Location

This Urban and Community Forestry Resource Assistant position is 100% virtual but must reside in Hawaii. We have offices in Honolulu and Hilo

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, forests, and people. This position will work jointly with the Pacific Southwest Region UCF program and Pacific Southwest Research Station's Institute for Pacific Island Forestry, focusing on the work covering Hawaii and the Pacific-Affiliated Islands (American Samoa, Guam, Commonwealth of Northern Mariana Islands, Republic of the Marshall Islands, Federated States of Micronesia, and the Republic of Palau). Partners include state forestry agencies, tribes, municipal governments, non-profit conservation and greening organizations, universities, and private landowners.

Responsibilities and Duties

The successful applicant will work with an interdisciplinary team of ecologists and social scientists to provide the full range of logistical support, including but not limited to: review of

proposals and quarterly/annual reports; project monitoring and organization; technical writing assistance to partners developing grant proposals where requested; and partnership development. The candidate will lead an effort to build communication products highlighting successful efforts realized from program assistance via written summaries, factsheets, and program website/social media content. There is occasional travel and training in this position. The position has limited fieldwork and requires working in forest, greenhouse, and lab settings. Some examples of specific work are outlined below

Grants and Agreement Management	Support grant management database and UCF partner grants. You will work in our Grants Management database to file and monitor; develop and upkeep separate intake spreadsheets to flag any grant issues and follow up with grantees on monitoring requirements	Miranda Hutten & Beverly Smith	Ongoing 5 hours per pay period	All Year
Partner Outreach	Develop outreach strategy and materials to raise awareness of the UCF Program and opportunities with the Inflation Reduction Act and assistance options with communities and potential partners in Hawaii	Miranda Hutten	Ongoing 5 hours per pay period	All year
R5 Urban and Community Forestry Weekly Bulletin	Research and coordinate with partners on upcoming events of interest and compile them in a biweekly bulletin set out by Miranda Hutten	Miranda Hutten	Ongoing: 2 hours every other week	All year
Technology and Science Delivery Monthly Bulletin and Follow up	Support efforts to disseminate new urban forestry research and tools as a National Urban Forest Technology & Science Delivery Team member.	Miranda Hutten	Ongoing: 3 hours per month	All year
Participate in our Equity, Inclusivity, and Diversity Team	A new SPF charter has been developed to improve our Equity, Inclusivity, and Diversity approach. You would provide feedback and outside opinion on what we are missing	Meghan Woods, Stacy Hishinuma	12 hours	All year
Brown Bag Lunch Sessions	Engage with staff across the Forest Service to create a community of information sharing around lunch sessions	Miranda Hutten and Christian Giardina	2 hours per week	2-hours per week

Forest Health Community Work	Taking insect photographs at UH Manoa (Oahu) Field work with USGS and FHP on Hawaii Island to collect sticky traps and photographs	Miranda Hutten And Stacy Hishinuma	Summer	unknown
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Qualifications

Minimum requirements:

- Applicants must have experience working with Hawaii or Pacific-affiliated island communities in forestry, natural resource management, education, or outreach. Some work will also be place-based in California.
- Applicants should be familiar with traditional ecological knowledge concepts and biocultural work.
- Applicants are required to have either recently graduated (within two 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.
- US citizenship or permanent residency. RAs must undergo a government background check if selected.
- Proficient with Microsoft Office 365 applications (Outlook, Word, Excel, PowerPoint, and Teams).
- Experience doing community-level education, outreach, and development products to support that work is ideal.
- Experience in GIS or demonstrating aptitude in utilizing online spatial tools is ideal.
- Experience with online tracking tools like Asana, Trello, or Microsoft Planner is ideal.

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.
- Self-starter, capable of working independently and in team environments.
- Not afraid to ask questions, place cold calls, and navigate new/challenging processes.
- An interest in supporting traditional ecological knowledge projects and urban and community forestry work