

What is the USFS site that will host the intern? Please list the address of site and phone number.

Southwestern Regional Office (Albuquerque, NM), State and Private Forestry

What is the project title?

Urban and Community Forestry Natural Resource Specialist

Where is the location?

AZ or NM preferred but will consider other applicant locations based on submissions.

Please give a description of the type of work the intern will be expected to complete. Use as much detail as possible and percentages where applicable.

Job Overview

The U.S. Forest Service's Southwestern Region manages State and Private Forestry programs that provide funding and professional advice to improve forested landscapes and prevent fragmentation to support healthy and abundant clean water, habitat for fish and wildlife, ecosystem services that support the timber industry, fuel wood and other important forest products, nature-based solutions to support healthy and equitable urban canopies, as well as recreational opportunities that include hunting, fishing and camping. The Urban and Community Forest Program (UCF) 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. The Program Assistant will work with our program to provide support to USDA Forest Service staff and partners including State Forestry agencies, tribal governments, and non-profit/community organizations, through various assistance and training programs.

Primary Responsibilities

Duties and responsibilities include assisting federal and state Urban and Community Forest program coordinators in identifying and assessing opportunities to protect forested landscapes in urban areas throughout New Mexico and Arizona with a special focus on [Justice 40](#) priority areas. The successful applicant will support an integrated and interdisciplinary team to provide the full range of logistical support including but not limited to review of proposals and quarterly/annual reports, project monitoring and organization, and technical writing assistance to partners developing grant proposals where requested. 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. Opportunities to assist Program Manager particularly in support to state partners with a goal of scaling up existing projects to prepare states for additional funding in the near future is likely. Other opportunities will be made available to provide immersive and valuable experiences based upon the successful candidate's interest and goals.

Please describe the physical and natural work environment. Use as much detail as possible.

Program Assistant duties will primarily be performed in an office environment, with occasional travel activities during possible site visits (depending on work location) to participate in meetings, ceremonies, ribbon-cuttings are all possible and likely with partners or stakeholders.

What education and qualifications must interns possess?

Qualifications

A successful candidate must possess excellent organizational, written, and verbal communication, and project management skills. The candidate must be detail-oriented, and be able to quickly prepare written material, upon request, and efficiently shift priorities, when necessary. The candidate should be proficient with Microsoft Office 365 applications (Outlook, Word, Excel, PowerPoint, and TEAMS), and demonstrate aptitude in utilizing various online spatial tools in natural resources management applications. The candidate should be a self-sufficient self-starter, capable of working independently and in team environments.

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, geography, community development, or a closely related field. Degree completion must occur prior to any potential conversion into a full-time position. Preference will be given to those that have completed a 4-year degree program or are anticipated or currently enrolled in an advanced degree (Master's) program of study.
- US citizenship or permanent residency. Candidate must undergo a government background check if selected.

What abilities are required?

Ability to travel to region for possible project site visits; strong internet capability to participate virtually is required for a virtual/remote office setting (virtual candidate); experience with community development in a natural resource setting, particularly underserved and indigenous (First Nation) communities would be extremely helpful; familiarity with GIS will be helpful but is not required.

Please list vehicle and driver's license requirements.

Valid Driver's License (Class D – non-commercial) required for potential site visits and in-person meetings.

Is there government housing available?

No - \$1,000/month housing stipend will be provided to the candidate that wishes to relocate to Albuquerque area for temporary assignment.

Please share the supervisor's name and contact information

Amanda Collier, Project Specialist, Cooperative Forestry

Cell: 505-318-8346

Email: amanda.collier@usda.gov

Please share any other pertinent information here. (virtual, in person, etc.)

Will consider both virtual and in-person candidate. If successful candidate is virtual, reliable and strong internet will be required to attend all virtual meetings and check-ins. Candidate should expect to align work hours with region's time zones if they choose not to relocate.

This is 12-month, 40-hours per week internship with a weekly stipend of \$650-750.00, depending on applicant education. Some accommodation of work hours can be considered if candidate is enrolled in course of study.

The Urban and Community Forest Program *anticipates* position authority to direct hire a Natural Resources Specialist/Program Specialist into the Cooperative Forestry Program upon successful completion of the internship.