**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?**

Forest Legacy Program Assistant

**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, as well as recreational opportunities that include hunting, fishing and camping. The Forest Legacy Program (FLP) is a conservation program administered by the U.S. Forest Service in partnership with State agencies to encourage the protection of privately owned forest lands through conservation easements or land purchases throughout our focus area of Arizona and New Mexico. 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 Forest Legacy program coordinators in identifying and assessing opportunities to protect forested landscapes. 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 provide technical writing assistance to partners developing grant proposals. 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. 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 to participate in field reviews of potential or existing land parcels and attend meetings 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, conservation biology, 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.
* Participation in-person for US Forest Service Orientation Training scheduled to be held February 2023

**What abilities are required?**

Ability to travel to region for possible project site visits; strong internet capability to participate in a virtual setting is required for a virtual office setting (virtual candidate); 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**

Kathleen Moore, Assistant Program Manager, Cooperative Forestry

Cell: 970-732-1734

Email: kathleen.moore@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 an 8-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 Forest Legacy program anticipates position authority to direct hire a Natural Resources Specialist/Program Specialist/Realty Specialist into the Cooperative Forestry Program upon successful completion of the internship.