

JOB DESCRIPTION – National Heritage Program, Resource Assistant Intern

Position title:	National Heritage Program, Resource Assistant Intern
Supervisory responsibilities:	None
Budget responsibilities:	None
Reports to:	Doug Stephens, US Forest Service
FLSA Classification:	Exempt
Location:	Washington, D.C.
Date:	1 year program, August 2018-August 2019

POSITION SUMMARY:

The Resource Assistant Intern provides support for National initiatives within the Heritage Program regarding policy guidance and development and public interpretation. They support the development of new procedures guiding the inventory and protection of cultural resources across the National Forest system of lands. They also conduct research of legal documents, agreements and Federal policies in support of the development of new procedures and policies for historic preservation. The Resource Assistant will work across other program areas such as Wildlife, Timber, Fire, Tribal Relations and Ecosystems Management to collaborate on new efforts regarding environmental analysis and decision making. A successful candidate should have a background in cultural resource management such as a degree in Anthropology, Architectural History or similar field or enrolled in a college program in pursuit of a degree.

ABOUT THE NATIONAL HERITAGE PROGRAM

The Heritage Program is the part of the US Forest Service responsible for managing the historic buildings and archaeological sites on National Forests and Grasslands. The archaeologists employed by the Forest Service instruct leadership on the Agency's responsibilities under various Federal historic preservation laws. The staff at the Washington Office collaborate with Regional Heritage Program Managers, national partners and other Federal agencies facing the many challenges and opportunities to protect and interpret historic properties.

JOB RESPONSIBILITIES:

The Resource Assistant Intern will:

- Research, write and edit materials for print, email, and online distribution to the various Heritage audiences, including students in high school, college, graduate, and doctorate programs; early professionals; and mid-career professionals.
- Provide editorial support for various Heritage reports, documents, and fact sheets.

- Help to establish a platform to share documents and other information with Heritage partners.
- Write, edit, and post content on the Heritage's social media channels (Twitter, Facebook, etc.) and maintain regular outreach via these channels.
- Develop and help execute multi-channel social media strategies (using similar but platform-specific messages for Facebook, Twitter, etc. to push content to multiple audiences).
- Spread message of Heritage's programs in persuasive and passionate manner to various external audiences (Partner organizations, media/journalists, students, potential employees of conservation organizations, etc.).
- Provide administrative support related to the Heritage functions.
- Provide support for the Heritage events and annual meetings.

EDUCATION and EXPERIENCE:

- Excellent oral and writing communication skills.
- Experience and interest in diversity issues related to the conservation workforce is preferred.
- Demonstrated experience in the preparation of professional presentations, fact sheets, website content, and other communication materials.
- Knowledge of social media best practices and experience generating, editing, publishing, sharing of daily content on social media platforms in a professional setting.
- A bachelor's degree, or higher degree, in communication, journalism, or related field.
- An interest in the environment, conservation, or land management a plus but not required.

SKILLS AND ABILITIES:

- The ability to prepare communication materials in a clear and professional manner through excellent written and oral communication, and interpersonal skills.
- Ability to work well, and be flexible in, a team-oriented environment.
- A strong attention to detail.
- Ability to understand and interpret diversity and heritage in the conservation workforce.
- Ability to manage multiple tasks and responsibilities concurrently.
- A Drug test and a Criminal Background check will be required.

COMPENSATION:

The Communication Intern will receive:

- A stipend,
- an Education Award upon completion of term,
- local travel stipend,
- training and travel stipend,
- networking opportunities with the Forestry Service and other governmental agencies,
- entry into GS track.