USDA Forest Service Resource Assistant Program

Position.   Information Assistant

Duration.   6 Month Fellowship (26 weeks): Starting February 2023 - August 2023 (dates are dependent upon the start date)

Location.   National Agroforestry Center, 1945 N 38th Street, Lincoln, NE
Virtual location optional

Reports To. The Information Assistant will report to the Lead Agroforester and Agroforester

Job Overview
Work with NAC's Technical Assistance and Outreach Team to develop high quality agroforestry products for National Agroforestry Center customers and support the Center's mission. The mission of NAC is to accelerate the application of agroforestry through a national network of partners. NAC's key customers are the natural resource professionals who work with farmers, ranchers, woodland owners, Tribes, and communities. We are committed to creating a diverse conservation workforce and diverse applicants with relevant education or experience are encouraged to apply.

Responsibilities and Duties
- Create graphics and design content for presentations, briefing papers, promotional materials, and website with supervisor assistance.
- Provide technical input on the format and quality of graphics used in delivery of NAC's Technical Assistance and Outreach products.
- Create images for electronic presentations such as PowerPoint, posters, and other visual aids.
- Use existing digital images, scanned images and take new photographs for communication materials.
- Assist in developing NAC promotional and marketing plans and materials including identifying audiences, communication mediums, and standards for consistency, designing graphics, letterheads, logos, etc.
- Assist with developing and maintaining website information for NAC.

Qualifications
- College graduate or student completing a degree by February 2023 in Graphic Design, Communication, or a related field.
- Excellent written and oral communication skills.
- Knowledge of and ability to edit and manipulate digital images for use in web and print media with current computer software such as Adobe Photoshop Elements.
- Knowledge of production and editing techniques and software such as Adobe Acrobat and Microsoft Word.

- Knowledge of and ability to use current desktop publishing software such as Adobe InDesign and Microsoft Publisher.
- Knowledge of and ability to prepare presentations and visual aids for presentations with current software such as Microsoft PowerPoint.
- Preference will be given to candidates who also have experience with web management languages such as HTML, CSS, JavaScript, and PHP for basic web site management.
- Preference will be given to candidates with video editing experience.

Minimum Requirements
- Completion of 2 years at an accredited university, an Associate's degree, or higher
- US citizenship or permanent residency. RAs must undergo a government background check if selected.
- Participation in US Forest Service Orientation Training scheduled for February 2023