



USDA Forest Service Resource Assistant Program

Position. Project and Communications 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 is optional

Reports To. The Project and Communications Assistant will report to the Agroforester, and Lead Agroforester.

Job Overview

The Project and Communications Assistant will work with the NAC Technical Assistance and Outreach Team to develop and review outreach and educational publications, videos, and web content. 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 and update informational publications and web content for the Center's customers.
- Communicate with the Center's partners, including agroforestry practitioners, researchers, and technical assistance providers, supporting agencies and organizations, to catalyze inclusive and accessible information sharing.
- Review video and print media created by partner organizations for clarity, quality, content, and USFS visual standards and style guide.
- In collaboration with subject-specific authors and NAC's Information Assistant, update publications to include new relevant research and content, inclusivity and accessibility features, and improved design.
- Assist with project coordination and communications to deliver quality products on time.

Qualifications

- Bachelors degree in Science and Environmental Journalism, Environmental Education and Interpretation, Agriculture/ Natural Resources or related field
- Excellent written and oral communication skills.
- Demonstrated experience in working as a part of a diverse team to achieve shared goals and objectives.



- Basic knowledge of production and editing techniques and software such as Adobe Acrobat and Microsoft Word.
- Knowledge of and ability to prepare presentations and visual aids for presentations with current software such as Microsoft PowerPoint.
- Experience with science communication, outreach, or project coordination.

Preferred Qualifications

Masters in agroforestry, natural resources, or related field

Experience working with underrepresented producers

Knowledge of and ability to use current desktop publishing software such as Adobe InDesign, and Microsoft Publisher.

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