



## USDA Forest Service Resource Assistant Program

**Position.** Inventory, Monitoring, and Assessment Research (IMAR) Intern.

This position is being recruited as part of the USDA Forest Service Resource Assistant Program (RAP) Winter 2023 cohort. More information on the RAP program and its benefits and requirements can be found at the following links:

- <https://forestservicestewardship.org/resource-assistants/>
- <https://www.fs.usda.gov/working-with-us/volunteers/resource-assistants-program>

**Duration.** 960 hours (if full time, that corresponds to 6 months/26 weeks). Starting February 2023. The position is available as a part-time internship, with schedule negotiable with supervisors. Part-time interns may take longer to complete the required 960 hours.

**Location.** The official duty station is the Sidney R. Yates Federal Building, 201 14th St SW, Washington, DC 20227. Full-time telework eligible.

**Reports To.** Inventory, Monitoring, and Assessment Research Intern will primarily report to a Natural Resources Science Specialist on the Inventory, Monitoring, and Assessment Research (IMAR) staff area within the Research & Development (R&D) Branch of the USDA Forest Service. The position also requires close coordination with other members of the IMAR staff area as well as other Washington Office staff areas.

### Job Overview

Support the Research and Development (R&D) branch's Inventory, Monitoring, and Assessment Research (IMAR) staff in developing strategic, high-profile national reports scheduled for release in late 2022/early 2023 including the [2020 Resources Planning Act Assessment](#), the [National Report on Sustainable Forests](#), and the [Forest Inventory & Analysis](#) Business Report. This internship will provide exposure to the vast array of research areas and scientific products generated by R&D and fosters opportunities to meaningfully engage with scientists, communications and public affairs professionals, and leadership across R&D. This internship provides an ideal entry point to candidates interested in working for federal land management agencies, particularly those with an interest in STEM and science communication.

### Responsibilities and Duties

The selected candidate will fulfill a wide range of communication, coordination, and technical needs, including:

- Administrative support for the R&D Research Information Technology Oversight Team (RIOT) (e.g., information technology fiscal planning)



- Support the development and roll-out for high-profile national publications and reports including the 2020 Resources Planning Act Assessment, the National Report on Sustainable Forests, and the FIA Business Report.
- Development of internal (e.g., briefing papers) and external (e.g., web content) communication materials for IMAR staff
- Coordinate peer review and response for high profile publications.
- Help organize and lead webinars and associated outreach.
- Support the effort to catalogue and develop a management framework for launching/maintaining/sunseting R&D tools
- General support for IMAR staff area coordination and management, other tasks as assigned

### **Qualifications**

Bachelor's or Master's degree with experience in natural sciences, natural resource economics, statistics, or geography. The position requires systems thinking, interpersonal skills, and the ability to work with diverse groups of people and effectively contribute to a positive and inclusive work environment. Candidates must have strong analytical and writing skills and an ability to work independently in a fast-paced environment. Skills and experience in the following fields are also desirable:

- Science communication
- Journalism/Writing
- Data analytics/Economics/Statistics/Reporting
- GIS/ESRI Storymap/ESRI Experience Builder/Tableau
- Graphic and infographic design

### **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