



Job Announcement

Special Uses Resource Assistant

1 Position – Vancouver, WA

Please respond by December 22, 2023

The Northwest Youth Corps (NYC) in partnership with the United States Forest Service (USFS), Gifford Pinchot National Forest, is advertising for one Special Uses Resource Assistant. The position will be located on the Gifford Pinchot National Forest, which includes the Mount St. Helens, Mt. Adams and Cowlitz Valley Ranger Districts. This is an 8-month (34-week) full-time internship from approximately February-October 2024.

Created in 1984 and modeled after the Civilian Conservation Corps of the 1930s, NYC is a non-profit job training and experiential education program for youth and young adults to learn and work in the field of natural resource management. NYC will recruit and hire the selected Resource Assistant candidate and be the employer of record, providing personnel and Human Resources needs during the placement.

The Position

The [Resource Assistant Program](#) is a rigorous and immersive paid internship for individuals interested in Forest Service careers. Resource Assistants (RAs) work with Forest Service staff to complete mission-critical work that demonstrates leadership, critical thinking, and strategic communication. Through direct training, experience, and exposure, RAs gain the tools to launch their natural and cultural resource careers.

The selected Resource Assistant will support the Gifford Pinchot National Forest in Special Uses, which is the management of most commercial uses of National Forest Lands, such as outfitters and guides, recreation events, commercial filming, communication sites, utility lines, education centers, resorts, and much more. This professional internship requires a skillful and confident applicant with attention to detail and customer service focus, who can manage a busy workload and seeks learning opportunities with the support of permanent staff. This position will perform work at the equivalent of a GS-5 to GS-7 position in the federal service (visit <https://www.opm.gov/policy-data-oversight/pay-leave/pay-systems/general-schedule/> for more information).

Position Requirements:

- Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree that included a major field of study in disciplines appropriate to the position.
- Applicants must be U.S. citizens or permanent residents and over 17 years old.
- Valid state driver's license and ability to operate a motor vehicle by the time of employment. Government vehicles are available for work-related travel. RAs are responsible for travel to and from duty station.
- Successful completion of a background check.

Program Benefits

- \$21,760 living stipend, prorated monthly throughout internship
- \$1,000 monthly housing allowance (total of \$8,000)
- \$2,750 for work-related training and professional development opportunities
- \$50 monthly commuter allowance (total of \$400)
- 60 total hours of available paid time off, plus paid federal holidays
- Health care coverage offered, workers compensation, and FICA/Medicare
- RA will have special United States Forest Service [Direct Hire Authority](#) upon completion of a minimum of 960 hours of service

Position responsibilities will include:

- Learning and utilizing the special uses database system (SUDS)
- Hard copy permit file and electronic record keeping
- Billing support
- Correspondence with permit holders
- Inspection and monitoring of permit areas
- Processing applications, creation of authorization documents
- Becoming knowledgeable in related policy and regulations
- Assistance with the environmental review process (NEPA)

Successful candidate will demonstrate:

- Professional knowledge of basic principles, concepts and methodology of Natural Resources/public lands management as would typically be acquired through a bachelor's degree program within the profession in which the work is to be performed.
- Skill and knowledge gained through additional work experience, that provides the ability to perform recurring assignments independently.
- Ability to communicate effectively orally and in writing.
- Strong organizational skills.
- Ability to work independently and with others.
- Skill in using current desktop publishing software and equipment technology applicable to electronic and print publication procedures and word processing, including experience in Microsoft Office and Adobe software.
- Ability to gather and verify facts and to develop information that is clear and meaningful to the intended audience.
- Ability to review and/or edit reports prepared by others and to ensure that material conveys information that the writer intended, and that areas of misunderstanding or ambiguities are eliminated.

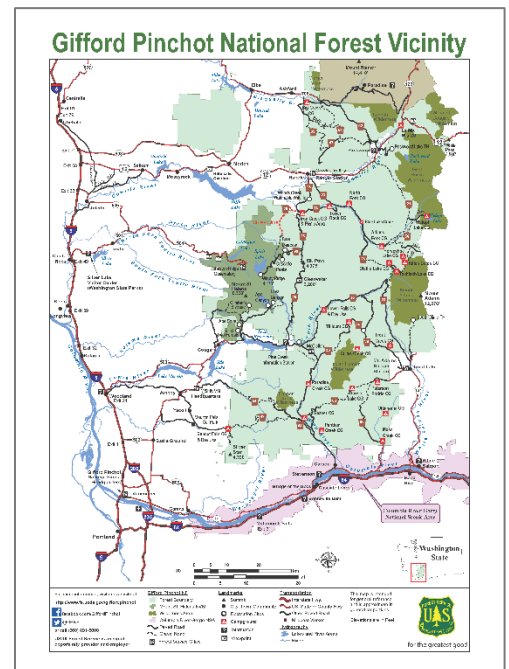
Gifford Pinchot National Forest

The Gifford Pinchot National Forest, located in southwest Washington State, is one of the oldest National Forests in the United States. Included as part of the Mount Rainier Forest Reserve in 1897, this area was set aside as the Columbia National Forest in 1908 and renamed the Gifford Pinchot National Forest in 1949.

Two volcanic mountains, stunning backcountry scenery, and a multitude of streams, rivers, and lakes help make up the 1.3-million-acre Gifford Pinchot National Forest (GPNF). Two Ranger Districts (Cowlitz Valley and Mt. Adams) and a National Volcanic Monument (Mount St. Helens National Volcanic Monument) comprise the GPNF.

More than one million visitors recreate on the forest annually, visiting the 110,000-acre National Volcanic Monument, camping at one of the 60 campgrounds, recreating at the 16 Sno-Parks, hunting, fishing, and driving on the more than 2,300 miles of accessible roads. An incredible wealth of natural resources provides forest products, water, fish, and wildlife habitat, along with forest-product harvest, biomass, and geothermal opportunities. Check out our website at:

www.fs.usda.gov/giffordpinchot



Community and Locale

Vancouver, Washington, www.ci.vancouver.wa.us, is in the southwest corner of Washington and is the fourth largest city in the state. Vancouver has a rich history beginning as a major Native American settlement. When Lewis and Clark passed through in 1805, they noted it would be a good location for a city. Soon thereafter, The Hudson's Bay Company arrived and established Fort Vancouver as a fur trading post.

The beautiful Pacific coastline is less than 90 miles to the west and the Seattle, WA is 165 miles to the north. While Vancouver boasts many attractions and services it is better known as the little city across the river from Portland, Oregon. Portland has everything you could want in a big city - from professional and minor league sports teams to social and cultural opportunities including fine dining, theater, concerts, and museums.

Clark County is one of the fastest growing counties in the United States. The local sales tax is 8.2%, with no State or local income tax.

Application Instructions

Application Deadline: December 22, 2023

Interviews: Will occur as qualified applications are received.

Type of position: Individual Placement

Service Dates: February-October 2024

Length of Term: 1360 hours/34 weeks/8 months

How to apply:

Please submit a **cover letter, resume, and contact information for three professional references** and completely fill out the application form found at

https://nwyouthcorps.workbrightats.com/jobsearch/?job_board_classification=Internships

Please select "Gifford Pinchot NF – Special Uses Resource Assistant" when applying.

Additional Information:

If you have questions about working for Northwest Youth Corps, please reach out to Internship Program Officer Lev Kellendy at levk@nwyouthcorps.org. If you have questions about the position, please reach out to Joel Nowak with the Gifford Pinchot National Forest at joel.nowak@usda.gov.

All job offers are contingent upon the completion of a satisfactory background check (criminal history and driving history). NYC recommends that all participants be fully vaccinated for COVID-19.

Northwest Youth Corps (NYC) and The U.S. Department of Agriculture (USDA) prohibits discrimination on all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotope, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.