Vacancy Announcement
National Park Service Rivers Trails and Conservation Assistance Program
Community Assistance Fellow

PROGRAM BASICS

The National Park Service Rivers, Trails, and Conservation Assistance program supports community-led natural resource conservation and outdoor recreation projects across the nation. We are looking to fill a fellow position in the Intermountain Region office in Salt Lake City, Utah. The position will be entry-level giving the incumbent experiences and responsibilities in preparation for future professional planning or landscape architecture. Primary duties will be related to assisting NPS project managers on cooperative conservation and recreation planning initiatives involving federal, state, and local organizations and government agencies.

Assignments will consist of a variety of tasks in planning projects selected to provide training and on-the-job experience in methods, procedures, and techniques relevant to conservation planning.

Consideration will be given to all eligible applicants without regard to politics, religion, labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, non-disqualifying physical handicap, age, or any other non-merit factor.

The fellow will be hired through Conservation Legacy as an AmeriCorps member. AmeriCorps is a national service organization, connecting thousands of Americans of all ages and backgrounds with the opportunity to serve their communities.

MAJOR DUTIES:
The incumbent will perform a variety of duties related to NPS RTCA projects:

Planning
Assist with the collection and organization of existing information for conservation and recreation planning initiatives. Under the direction of the project coordinators, information will be compiled and used to identify and evaluate appropriate management options to include in
plans. For most projects, data collection will include information on important natural, recreational and cultural resources in the project area. The incumbent will assist in preparing the plan including the graphics, logos, and maps.

**Information Exchange**
Assist in preparing written and graphic materials summarizing program and project activities and status, for use in communicating with public and internal and external professional audiences.

**Meeting Facilitation**
Assist with planning and facilitation of meetings intended to identify high priority management issues and objectives.

**Concept Development and Design**
Assist with developing and designing management concepts and site designs.

**BENEFITS**
By affiliating with AmeriCorps, Fellow positions include several key benefits.

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<tr>
<th><strong>Length</strong></th>
<th>Full-time, 11 month position (47 weeks) or negotiated part time schedule based on course work</th>
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<tbody>
<tr>
<td><strong>Location</strong></td>
<td>Salt Lake City, Utah</td>
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<tr>
<td><strong>Living Allowance</strong></td>
<td>$465 week totaling $21,855, health insurance provided if desired</td>
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<td><strong>AmeriCorps Award</strong></td>
<td>Community Assistance Fellows are eligible for an AmeriCorps education award of $5,645 upon successful completion of the program.</td>
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<td><strong>Student Loans</strong></td>
<td>Student loan forbearance during the term of service (where qualified)</td>
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<td><strong>Paid Days Off</strong></td>
<td>Government holidays and vacation</td>
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<tr>
<td><strong>Start Date</strong></td>
<td>Positions starting in January, 2015 for graduates, or May for students with an expected May graduation date</td>
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<td><strong>Application Due Date</strong></td>
<td>December 15, 2014</td>
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SELECTION CRITERIA:
Applicants must be a US Citizen, National, or Lawful Permanent Resident Alien of the United States. Candidates must at a minimum possess or be nearing completion of a Bachelor’s degree in fields such as planning, recreation management, natural or cultural resource management, geography, or landscape architecture. Preference will be given to qualified local or Utah candidates. Candidates will be evaluated based upon their experience, training, education, awards, hobbies, self-development achievements, and any other aspects of their background as they relate to the requirements outlined below.

1. Ability to communicate orally and in writing, including preparing planning documents, and newsletters, and ability to facilitate public meetings and make public presentations.

2. Professional experience or training in planning, landscape architecture, or a related field. Knowledge of the principles and practices of planning, ability to write, make oral presentations, and articulate recommendations in a diplomatic manner.

3. Knowledge of software or other programs such as GIS, Google Sketch-up, and Adobe suite.

4. Self initiative and experience working independently to develop, organize and implement project elements, establish priorities, deliver products and meet deadlines.

5. The ability to accept or recognize the viewpoints of others, and work with a variety of professional and non-professional persons from public and private agencies.

6. Organizational skills for coordinating committees, public relations, and enlisting individuals and organizations into a planning effort.

7. Experience and enthusiasm for citizen involvement, and public communication skills, including group process methods and graphic presentations.

HOW TO APPLY
Submit a resume on-line and include specialized skills:

FOR MORE INFORMATION CONTACT:
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