USDA Forest Service – 3 Interns, 6 credit hours each – applications due 4/6/15 to nlittle@fs.fed.us

**Position Titles**

Climate Change Aide, Sustainable Operations Aide, and Customer Service Aide

**Position Location**

USDA Forest Service, Intermountain Regional Office, 324 25th St, Ogden, Utah 84401

**Position Summaries**

All three aides will help lead the Intermountain Region of the Forest Service in developing and maintaining important region wide programs. The Intermountain Region has 31,884,646 acres in the National Forest Systems located in six states (Nevada, Utah, Southern Idaho, Southwestern Wyoming, California and Colorado). There are 19 national forests in Region 4 administered by 12 Supervisors’ Offices. There are approximately 2,200 permanent employees in Region 4.

Aides need to be highly interested in working in a dynamic work environment that includes working independently, in teams, and in a virtual (on-line computer/conference call) environment as well. Skills need to include proficiency in Excel, Word, and Power Point. Aides need to be willing to take notes in a variety of meetings in-person and virtually. Also, it is desirable for the climate change and sustainable operations aides to be able to take a lot of information and condense into meaningful bullets, and it is highly desirable for these two aides to be available to work the first Thursday of the month from 12:30 – 3:30pm. All aides need to be highly self-motivated.

**Climate Change Aide:**  The Climate Change Aide will assist the Regional Climate Change and Sustainable Operations Coordinator in ramping up a regional climate change program. Specific program areas include employee education, vulnerability assessments, and adaptation action projects. Please visit [http://www.adaptationpartners.org/iap/](http://www.adaptationpartners.org/iap/) for more information regarding a major regional climate change project. This 2.5 year project is just getting started and is an amazing opportunity to work as a liaison and organizer with leading Forest Service researchers and land managers.

**Sustainable Operations Aide:** The Sustainable Operations Aide will assist the Regional Climate Change and Sustainable Operations Coordinator in continuing to ramp up a regional sustainable operations program. Major areas in sustainable operations for the Forest Service are: energy, water, fleet and transportation, waste prevention and recycling, green purchasing, and sustainability leadership. Specific programs areas include employee education, green microgrants, utility bill processes, and sustainable operations database work. Aide needs to be enthusiastic about being a point-of-contact in sustainable operations on the phone, via email, and in-person. Public speaking may be involved.

**Customer Service Aide:** The Customer Service Aide will assist the Regional Budget Officer. Duties will include receiving and filling mobile communication requests from customers throughout the region’s field units, assisting with utility management, and budget meeting note-taking.
Minimum Qualifications

a. **Education:** Must be a current WSU student who has completed a minimum of 48 credit hours. A minimum GPA of 3.0 is required to apply. Student applicants may be majoring in a variety of fields such as environmental studies, communications, education, marketing, geography, political science, construction, business, etc.

b. **Experience:** Through volunteer activities or work, applicants must demonstrate that they have successfully managed a project or program in the past from initiation to completion. Applicants must also demonstrate basic experience/knowledge of climate change, environmental and/or sustainability-related issues for the climate change and sustainable operations positions.

c. **Skills:** Requires intermediate written and oral communication skills and project/process management skills. Intermediate analytical, computer/technical skills are required also.

Preferred Qualifications

- Self-motivated and organized
- Able to work collaboratively and professionally with a variety of people
- Multimedia communications skills
- Majoring, minoring, or have an emphasis in a field related to the internship OR have demonstrated knowledge/experience in the internship-related field.

**Position Classification:** WSU Internship, 6 credit hours desired with a minimum of 4 credit hours considered. Student needs to work with faculty advisor to enroll for coop work experience class.

**Hours/Week:** 10 – 20 hours/week as mutually agreed upon

**Position Start Date:** as early as mid-April or as late as June, as mutually agreed upon

**Required Applicant Documents to nlittle@fs.fed.us by April 6, 2015**

- Cover letter
- Resume
- Names and contact information for 3 references
- Transcripts
- For climate change and sustainable operations aides only – submit two samples of work that showcase your communications skills and demonstrate your ability to persuade and/or educate a diverse audience. These samples do not have to be environmentally/sustainability-related examples. Examples can include a class paper, a YouTube video, website, poster, brochure, etc. The samples submitted must be your original work.

**More information:** please contact Natalie Little, Intermountain Regional Climate Change and Sustainable Operations Coordinator at 801-625-5776 or nlittle@fs.fed.us.