Outreach Notice
Information Assistant, GS-1001-07

U.S. Forest Service, Southern Research Station,
USDA National Agroforestry Center
Lincoln, Nebraska

About the Position: The position is in the USDA National Agroforestry Center, Work Unit 4352 (SRS-NAC) at the Washington Office in Lincoln, NE. The mission of the USDA National Agroforestry Center, NAC, is to accelerate the development and application of agroforestry technologies to attain more economically, environmentally, and social sustainable ecosystems in agricultural and rural-urban interface environments nationwide. The Center serves as a catalyst to form partnerships, promote cooperation, and leverage resources.

Duties include drafting and editing content for web, presentations, briefing papers, and promotional materials as well as providing technical guidance on appearance, design, layout and delivery of the communications content. Also provides technical input on the format and quality of images, pictures and graphics used in delivery of NAC’s Technology Transfer and Science Delivery products.

Provides guidance and assists in creating images for electronic presentations such as Powerpoint, Prezi, posters and other visual aids as needed by NAC scientists and technology transfer specialists, administrators and NAC partners. Uses existing digital images, photographic slide transparencies, scanned images and when needed takes new photographs for communication materials. Provides guidance on image size, resolution, composition and overall quality to meet specific objectives and fit the desired medium of communication. Uses principles of visual design and knowledge of the publication process in the development of NAC’s public media.

Assists the NAC TT Program Leader in the developing NAC promotional and marketing plans and materials. Assistance may include, but is not limited to identifying audiences, communication medium, standards for consistency, designing of graphics, letterheads, logos etc. to create and support a recognizable and consistent message for target audiences.

Responsible for developing and maintaining web site information for the NAC. In general, the web content will be selected by the NAC TT Program Leader with input from the incumbent. Coordinates with and serves as the NAC point of contact with the host web server provider. Responsibilities include regularly updating the NAC web site with new and current materials such as blog postings, event calendar, partner links, publication order page, etc. Also ensures that all publications and content on the NAC web site are in proper format, convenient file size and adhere to prescribed website standards.
For more information about the USDA National Agroforestry Center, see the following Web site: [http://nac.unl.edu](http://nac.unl.edu).

**Salary Range:** $38,790 to $50,431 depending on the selected applicant’s qualifications.

**Qualifications Required:** Must be a U.S. citizen to apply, and meet the Office of Personnel Management qualification standards for the position. In addition to basic qualifications, applications may be screened for several of the following knowledge, skills, and abilities which may include: Written and Oral communication, Interpersonal Relations, Management Functions, and Media Resources.

**INFORMATION ON LOCATION:** Lincoln, Nebraska (pop. 250,000) was recently ranked 10th by Money Magazine as one of the nation's most desirable cities in which to live. Housing cost, low crime rate, clean water and air, abundant medical care, and strong local government all contribute to its high livability. Lincoln’s health care costs are among the lowest in the nation according to a Milliman & Robertson, Inc. survey and has 4 hospitals, 300 physicians, and 130 dentists serving the community. For bigger city attractions, Lincoln is only an hour drive from Omaha, (Nebraska's largest city, area pop. 750,000), 3 hours from Kansas City, and a day's drive to Chicago and Denver. United, and Delta/Northwest, provide direct connections from Lincoln Municipal Airport to Atlanta, Chicago, Denver, Kansas City, and Minneapolis. Being Nebraska's capital, Lincoln offers abundant amenities for its size. One of the premier offerings is in the field of education. The University of Nebraska, Nebraska Wesleyan University, Union College, and Southeast Community College are located here as well as several professional and technical schools. Lincoln Public Schools are considered among the best in the country. The city and county maintain numerous parks, lakes, and golf courses, among other recreation facilities. Major employers include federal and state agencies, banks, insurance companies, telecommunications and pharmaceuticals firms, and manufacturing (e.g., Burlington Northern, Li-Cor, and Kawasaki).

Qualified and interested candidates should contact Richard Straight (Ph: 402/437-5178 ext 4024; e-mail: rstraight@fs.fed.us) or Kirsten Stuart (Ph: 402/437-5178 ext 4010; email:klstuart@fs.fed.us) to find out more about the position. When this position is advertised, the announcements will be posted on the internet: [http://www.usajobs.opm.gov](http://www.usajobs.opm.gov).

*USDA is an Equal Opportunity Provider*
I am interested in the position and will call the contact person, in addition to checking http://www.usajobs.opm.gov for the position announcement.

Position Title/Series/Grade: Information Assistant, GS-1001-07

Location: Lincoln, NE

PERSONAL INFORMATION

Name: ___________________________Date: ______________

Address: ___________________________Phone: ______________

E-Mail: ______________

Are you a current Federal employee?

Yes______No____

If yes, current title/series/grade/location:

Type of appointment you are currently under: ___________________________

(E.g. Career, Career-Conditional, Excepted, Excepted VRA, etc.)

Interested applicants should return this form by May 24, 2013 to:

Richard Straight, Forest Service Lead Agroforester

E-mail: rstraight@fs.fed.us

Phone: (402) 437-5178, ext 4024 Fax: (402) 437-5712

Thank you for your interest in employment with the US Forest Service.

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