

USDA FOREST SERVICE

OUTREACH NOTICE

REGION 5, PACIFIC SOUTHWEST REGION
HUMAN RESOURCES STAFF



Student Career Experience Program

Student Trainee (Program Specialist), GS-0399-05/07/09

Duty location: Arcadia, California.

The Southern California Consortium program is seeking to fill a Student Trainee position under the Student Career Experience Program (SCEP). Students will need to meet ALL the requirements of the SCEP Program in order to apply. If interested, application packages must be submitted to: tmoreland@fs.fed.us no later than **April 27, 2012**. Applications will only be accepted by e-mail submission. No Applications will be accepted after April 27, 2012.

Duties:

The Program Specialist position coordinates and plans outreach and recruitment events to assist the agency with employment needs. The Program Specialist works with underserved communities to reach diversity and community outreach goals and objectives. This position provides assistance to the Program Director in the planning, marketing and implementation of special projects and events. The Program Specialist will research and write grant applications to supplement program funding. Works directly with local community organizations to promote and strengthen ties to the community. The Program Specialist works very closely with youth organizations and serves as a chaperone as needed. Overnight travel is required.

Position duties by percentage: 10% Office Coordination; 15% Editorial Production Work, 20% Grants & Agreements Partnerships, 15% Research and Analysis, 40% Community Outreach and Educational Events.

****Bilingual candidates are encouraged to apply.**

What is the Student Career Experience Program (SCEP)?

SCEP is a student employment program combining academic studies with on-the-job experience related to the student's academic major. This program may lead to a career or career-conditional appointment without further competition if all the requirements of the SCEP program are met, and an appropriate position is available.

Student Eligibility Requirements:

- Must be enrolled in or accepted to (with the intent to attend) an accredited college or university, graduate or professional school; and carry at a minimum, a half-time course load as defined by the institution.
- Must be enrolled in a field of study related to the position being announced. (Natural Resource Management/Business/Public Affairs)
- Must be able to complete required (career-related) work experience prior to or concurrently with the completion of course requirements for the degree. (at least 640 work experience hours; hours accrued as a Student Temporary Employment Program participant are acceptable toward the grand total.)
- Must be a United States citizen or national.
- Must be in a "good academic" standing status. Cannot be on academic probation.

How to Apply:

Application packages must be submitted to: tmoreland@fs.fed.us no later than April 27, 2012. Applications will only be accepted by e-mail submission. No Applications will be accepted after April 27, 2012.

A complete application package MUST include:

- A current resume with references.
- Up-to-date transcripts. Unofficial transcript copies will be accepted if legible. If selected, official transcripts will be needed.
- Letter of Acceptance or Letter of Enrollment for your college/university.
- DD214 (Member 4 copy) or other relevant documentation, if claiming Veteran's Preference.
- Please **Do Not** put Social Security Numbers on any documents.

Applications received become the property of the USDA Forest Service and will not be returned.

Description of the Southern California Consortium Program:

The Southern California Consortium is an environmental education, outreach, and recruitment program for students sponsored by the Forest Service, Pacific Southwest Region. The Southern California Consortium program serves as a bridge between the USDA Forest Service and underserved

communities in the Southern California area. The mission of the Southern California Consortium is to diversify the Forest Service's workforce by encouraging careers in natural resources, higher education, and employment through mentoring, leadership, and community outreach efforts. The Southern California Consortium works closely with community and youth organizations. For more program information, please visit our website at: <http://www.fs.fed.us/r5/scc/> The Southern California Consortium's program serves the following forests: Angeles, Cleveland, Los Padres, and San Bernardino National Forests.

Area Description:

The Angeles National Forest resides among the Greater Los Angeles basin communities and has numerous activities and attractions. There are numerous world-class beaches and communities within one hour thirty minutes from the District Office such as the communities of Santa Barbara, Ventura, Camarillo, Moorpark, Simi Valley, Valencia, San Fernando, Thousand Oaks, and West Lake Village as well as many other desirable communities in the area.

Educational opportunities are also supported in the surrounding areas with access to all levels of public education. UCLA, Pepperdine University, as well as many other reputable community colleges reside within the effective commute areas of the basin.

Housing in the surrounding communities is a challenge while working on the Angeles National Forest. Costs can range from \$275,000 dollars or greater in the surrounding communities and can escalate as high as the \$800,000 in the communities adjacent to the forest.

SUPERVISORS OFFICE: The Supervisor's Office is located at 701 N. Santa Anita Avenue, Arcadia, CA, 91006 and serves as the main office for the Angeles National Forest. Arcadia resides in the San Gabriel Valley just north of the city Los Angeles.

If you want more information please contact Fabian Garcia, Southern California Consortium Program Manager.

Phone: 626-574-5349
E-Mail : fgarcia@fs.fed.us.

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REASONABLE ACCOMMODATION: The USDA Forest Service provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact the point of contact listed on the Outreach Notice. The decision on granting reasonable accommodation will be made on a case-by-case basis.