

**Visitor Information and Experience Content Development Trainee Job Description
Deschutes National Forest**

**Internship Overview:**

The Visitor Information and Experience Content Development Trainee position provides an opportunity to develop relevant skills in web content design, creation and editing while supporting the visitor experience and information goals of the Deschutes National Forest (DNF), Discover Your Forest (DYF) and the Deschutes Trails Coalition (DTC). Projects will include content development for the Deschutes National Forest Website, development of visitor focused trails classifications and supporting the launch and beta testing process for the Central Oregon Forest Explorer App.

We invite members of all diverse communities to join our workforce as we endeavor to best serve those on our national forests and grasslands from every background. Discover Your Forest values diversity and inclusion. By welcoming differences and providing professional enrichment opportunities we are better able to serve those around us.

**Duration:** 640 hours
**Salary:** $11.25 hourly
**Job Type:** Temporary Workforce Trainee Program
**Department:** Public Affairs
**Recruitment:** *Application window to stay open until May 1, 2019.*

This workforce trainee program is part of the 21st Century Conservation Service Corps, a bold national effort to put thousands of America’s young people and veterans to work protecting, restoring, and enhancing America’s great outdoors. 21CSC participants perform a wide range of services ranging from maintenance and restoring the thousands of miles of trails to coordinating volunteers and special events on National Forests and Grasslands.

The **21st Century Conservation Service Corps (21CSC)** **workforce trainee program** is as follows:

* **Age requirement:** 16-30 years and veterans up to 35 years of age.
* **Internship duration**: 640 hours and then the member will receive 2-Year non-competitive status hiring authority.
	+ Noncompetitive hiring status means the ability to apply and be considered for vacancies within the Forest Service without competitive examination or competing with career or career-conditional employees under internal merit staffing procedures for any position which eligible. Candidates applying under this authority are considered with other non-competitive candidates.
* Be engaged as a crew member or participant through an organization that operates in partnership with the Forest Service. Working toward 640 hours of conservation or related service, of which at least 120 hours take place on an appropriate Forest Service project.
* All participants will have the opportunity to gain experience with other U.S. Forest Service programs outside of their targeted program area.

**Example of Specific Duties include but not limited to:**

* Create and edit content for DNF web sites following established style guidelines. Compile photos and write improved recreation site descriptions.
* Work with the Deschutes Trails Coalition to develop an experience-based recreation classification system.
* Work with DNF and Discover Your Forest to support design and management of beta testing process for Central Oregon Forest Explorer App.
* Improve photos and other content on Central Oregon Forest Explorer App
* Work on additional writing tasks and other clerical duties that support visitor information and experience on the Deschutes National Forest.
* Attend regular staff and committee meetings.

**Qualified candidate will be/have**

* Strong writing and editing skills are required
* Knowledge of Microsoft Office and web content management is preferred
* A commitment to the mission of Discover Your Forest and the US Forest Service
* Self-motivated, detail-orientated with strong written, verbal and organizational skills
* The ability to work independently and with others
* Openness to learning and growing with the internship experience
* Dependable and flexible

**Minimum Qualifications**

* Requires experience with style guides, business writing and online editing

**What is the education value to the Trainee?**

* The internship will allow the student to put into practice his/her academic knowledge.
* Enhance employment opportunities with DYF as well as Deschutes National Forest.
* Gain a broad perspective of website and app development through exposure to a variety of duties.
* Discover strengths and weaknesses.
* Opportunity to network with a diverse group of professionals: formal and non-formal educators, scientists, U.S. Forest Service specialists as well as other natural resource agencies.
* Gain valuable hands-on experience developing written and graphic assets content.
* Acquire a realistic career orientation.
* Exposure to other areas of interest within the Forest Service

**Working Conditions**:
Majority of this position will be in an office environment working at a computer.

**Onboarding:**
We may conduct reference checks as part of our recruitment process. We may conduct criminal background checks on final candidate as required for the position and access to the network.

**Questions and How to Apply:**

* For more information contact Stacey Cochran, Discover Your Forest’s Community Engagement Director, at 541-383-5530 or stacey.cochran@discovernw.org
* To apply: Email Cover Letter and Resume to Stacey.cochran@discovernw.org. The cover letter should address your experience as it pertains to this opportunity.