



USDA FOREST SERVICE

OUTREACH NOTICE

REGION 5, PACIFIC SOUTHWEST REGION
ANGELES NATIONAL FOREST



Program Coordinator, GS-0301-09/11 Duty Location: Arcadia, California

The Angeles National Forest is performing outreach for the position of Program Coordinator, GS-0301-09/11, located in Arcadia, CA. This position will be for permanent, full-time employment. This notification is being circulated to inform prospective applicants of this potential opportunity and to assess interest.

The position is located in the Forest Supervisor's Office to participate in the development, coordination, implementation, monitoring and evaluation of the Forest volunteer program.

For information related to the technical aspects of this position, please contact Daniel A. Lovato, Deputy Forest Supervisor, via email at dalovato@fs.fed.us, or via telephone at (626) 574-5217.

If interested in this opportunity, please inform us by completing and returning the Outreach Response Form to ANFOutreachResponse@fs.fed.us, no later than 3:30pm, on or before October 24, 2014. When returning, identify: "Program Coordinator" in the subject line of your email.

The Outreach Response Form is voluntary and does not serve as an application for employment. A link to the USAJobs.gov vacancy announcement will be distributed when the application period has opened.

Duties:

Forest Volunteer Program Development and Management: The Forest Volunteer Coordinator applies an understanding of volunteer programs, policies, and Forest-wide strategic focus areas to assist forest leadership in developing and implementing forest goals, objectives, vision and values for the program on each forest supported. Ensures the partnership program aligns with the Forest Service volunteer strategy goals of shared stewardship and promotion of leveraged investments in all-lands conservation activities. Pursues a multi-sector approach to funding to support critical programs and services on the Forest including: collaborative stewardship and restoration projects. Assists Forest Staff Officers and District Rangers in maintaining existing volunteers and developing new relationships with governmental, non-governmental, non-profit, tribal government, media, academic, and other organizations to support Forest Service Volunteers aimed at maximizing the leverage potential on the Forest. Serves as a technical expert that works in close collaboration with the Forest Partnership Program Manager, and the Forest Leadership Team. Coordinates with staff and rangers across the forest to integrate program goals in support of the Forest Service mission. Facilitates, reviews, coordinates, and requests modifications to volunteer agreements with the Forest Grants and Agreements staff; ensuring approved agreements are aligned with forest priorities. Identifies programmatic issues or conflicts and coordinates with the appropriate line or staff officer to negotiate and/or resolve problems. Serves as agent for change management helping the organization to accept volunteers as a way of achieving success on the Forest while guiding volunteers to opportunities to volunteer with the Forest Service.

Marketing and Grant Management: Leads the forest's efforts in planning and implementing a synergized volunteer program that includes a forest strategy to identify potential volunteers that results in the greatest value-added volunteer projects that aim at achieving significant results including substantially leveraged funds and increased accomplishments on the Forest. Researches and prepares grant proposals with the aim of leveraging funding to support projects. The incumbent works closely with Forest staff and other interested parties as a forest spokesperson to publicly promote the program by informing and educating key publics and stakeholders about the volunteer opportunities on the Forest.

Program Support and Collaboration: Establishes and maintains a communications network with staff counterparts, teams, committees, workgroups, supervisors, and managers. Articulates and communicates roles and responsibilities to ensure that forest strategic plans, mission, vision and values are understood by the workforce. Determines and provides training appropriate for those directly or indirectly involved with volunteer activities. Seeks opportunities to foster and implement a cultural change from traditional attitudes. Provides advisory assistance and works with other volunteer staff and specialists in coordinating efforts with other organizations and agencies. Organizes and facilitates volunteer sessions between staffs, teams, and current or prospective partners. Produces marketing materials, briefing papers, fact sheets, news releases specific to volunteers, position statements, key messages, web and social media content specific to volunteers, and other information products as required to support the program.

Performs other duties as assigned.

Area Description:

Forest: 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 Supervisor's Office.

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.

City of Arcadia: Arcadia was incorporated in 1903 and became a Charter City in 1951. It is an upper-middle class community of approximately 60,000 people in an 11.2 square mile area located 20 miles east of Los Angeles. The City government is "full-service" with its own Police Department, Fire Department and Library, and a City Council-City Manager form of government.

Arcadia is known for beautiful neighborhoods, warm character and a "community of homes" atmosphere. The City places great emphasis on preserving "green space" and its commitment to the environment is evidenced by the large population of healthy trees you will find around town. Arcadia has been designated a Tree City USA for seventeen consecutive years.

The Arcadia Unified School District is one of the most highly thought of in the State; high quality medical services are available locally; and an excellent assortment of recreation and leisure activities are offered for all ages.

Arcadia has a broad commercial base with businesses ranging from the very small to the very large. Westfield Santa Anita is a popular regional mall; downtown Arcadia has seen resurgence in popularity in recent years; south, west and north Arcadia all have thriving businesses; and many consider Santa Anita Race Track to be the finest facility of its type in the country.

With respect for its heritage, appreciation of the present, and excitement about the future, Arcadia remains true to its motto of "Community of Homes" by maintaining a good balance of quality economic development that mixes harmoniously with its primarily residential nature.

Supervisor's Office: The Supervisor's Office is located at 701 N. Santa Anita Avenue, Arcadia, CA, 91006-2725 and serves as the main headquarters for the Angeles National Forest. Arcadia resides in the San Gabriel Valley just north of the city Los Angeles.

Vacancy Announcements can be accessed and applications can be completed at: <http://www.usajobs.gov>

For assistance in navigating through the USAJobs website, please visit:
https://help.usajobs.gov/index.php/Main_Page

For information on the Angeles National Forest, please visit:
<http://www.fs.usda.gov/angeles/>



Outreach Notices can be viewed at:
<https://hrm.gdcii.com/outreach/default.aspx>



For Fire Positions: To view selective placement factor requirements contained in the Interagency Fire Program Management (IFPM) Standard and Guide, please visit:
<http://www.fs.fed.us/fire/management/ifpm/crosswalk.pdf>