



United States
Department of
Agriculture

Forest
Service

Pacific Northwest
Research Station

P.O. Box 3890
Portland, OR 97208-3890
Phone (503) 808-2100
Fax (503) 808-2130

OUTREACH NOTICE

**Pacific Northwest Research Station
Station Director's Office
1220 SW 3rd Avenue, Suite 1400; Portland, OR 97204**

**Public Affairs Specialist
GS-1035-9/11**

The Pacific Northwest (PNW) Research Station is seeking an exceptional employee for a permanent position as a GS-1035-9/11 Public Affairs Specialist. The incumbent will manage internal communications and assist with external communications for the station. This position works in the station's Communications and Applications Unit with direct responsibility to the Assistant Station Director for Communications and Applications. The position is located at the Station Director's Office in Portland, Oregon.

The incumbent:

- Manages the station's internal communications by identifying key needs for improving communications on an ongoing basis, planning a program of work, serving as managing editor and writer for the station's internal newsletter, facilitating internal station meetings, and maintaining connections to station retirees.
- Coordinates internal communication efforts with other Forest Service research stations, the agency's Pacific Northwest and Alaska Regions, and the Washington Office (WO) by responding to requests for information, coordinating visits by WO leadership, and preparing joint products for communicating with employees.
- Organizes digital station assets, including photos and video.
- Helps the Assistant Station Director preserve and document station history.
- Researches, writes, and prepares news releases, newsletters, Web content, and other written materials that deliver science information to station stakeholders, including news media and the general public.
- Assists with the hosting of special events and electronic forums designed to foster public understanding of scientific information generated by station researchers.
- Serves as the station's media relations backup and coordinates interviews and other communications among station scientists, the WO, and news media.

The purpose of this outreach notice is to determine the potential applicant pool for this position. Responses received from this outreach notice will be relied upon to make this determination.

Interested applicants must complete the attached form and return it, along with a copy of your resume, to Yasmeen Sands (ysands@fs.fed.us) by January 29, 2015. Those desiring further information about the position may inquire via the email address listed above.

About the Pacific Northwest Research Station and the Station Director's Office:

The PNW Research Station is one of seven research units in the USDA Forest Service. The Forest Service conducts the most extensive and productive program of integrated forestry research in the world. The scientific information produced by the station has application on public, private, and tribal lands in



the Pacific Northwest (Alaska, Oregon, and Washington) and elsewhere in the United States and other parts of the world. The station's programs reflect the changing character of the questions that science is being asked to help answer.

PNW Research Station has approximately 300 permanent and temporary employees in professional, administrative, research, technical, and clerical positions. There are five program managers who oversee program organizations, and 11 laboratories that provide research in Oregon, Washington, and Alaska. The station is also involved in international relations with foreign governmental agencies and universities in many areas of research. The work activities of the station attract considerable interest from Congress, special interest groups, and the public. The Station Director's Office is located in downtown Portland. Public transportation is available and further information is available upon request.

Community Information:

The City of Portland is located in the northwest part of the state of Oregon, bordering Vancouver, Washington. The major highways intersecting the city are I-5, I-84, I-205, and US-26. The population is around 538,180 in the city, and 1.95 million in the metropolitan area. The community is often referred to as "America's Best-Kept Secret." This "City of Roses" is vibrant and energetic, while, at the same time, laid back and easy-going. Breathtaking natural beauty of the Cascade Mountains provides the perfect backdrop for a city that has architecturally and spiritually merged the past with the present with great success. Portland has character and personality epitomized in its unique and varied neighborhoods. Despite its size, the city has a small-town feel where people know their neighbors and are active in community issues. Commuting is easy, whether it be by the public transportation system, car, or bicycle. Despite what you may have heard, our weather is pretty good as well. Slowly the secret is getting out, and individuals, families, and companies are discovering for themselves just what makes Portland, Oregon, a great place to live, work, and play.

For more information about Portland, Oregon, visit <http://www.portlandonline.com> and <http://www.travelportland.com/visitors>.

To be considered, applicants must be U.S. citizens.

Thank you for your interest in this position!

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotope, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).

Outreach Interest

Public Affairs Specialist GS-1035-9/11

If you are interested in this opportunity, complete this form and email it to Yasmeen Sands (ysands@fs.fed.us), along with a copy of your resume, by January 29, 2015.

PERSONAL INFORMATION

Name:

Date:

Street:

City:

State:

E-Mail Address:

Phone:

EMPLOYMENT

Are you currently a federal employee? Yes ☐ No ☐

If Yes:

Name of your agency and location:

Current title/series/grade:

Type of appointment: Permanent ☐ Term ☐ Temporary ☐

If No:

Current employer:

Current position title and salary:

Type of appointment: Permanent ☐ Term ☐ Temporary ☐

Are you eligible for appointment under any of the following special authorities?

- ☐ Former Peace Corps
- ☐ Person with Disabilities
- ☐ Student Employment Program
- ☐ Veteran with 30% Compensable Disability
- ☐ Veteran's Employment Opportunities Act of 1998
- ☐ Veteran's Readjustment
- ☐ Reinstatement Eligibility
- ☐ Other

Thank you for your interest in the position!