



United States  
Department of  
Agriculture

Forest  
Service

Pacific Northwest  
Research Station

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## OUTREACH NOTICE

### for POSITION

**Pacific Northwest Research Station  
Corvallis Forestry Sciences Laboratory  
3200 SW Jefferson Way, Corvallis, OR 97331**

**Program Specialist  
GS-0301-12/13**

**PNW Research Station is seeking to hire a GS-0301-12/13 Program Specialist to work for the Northwest Regional Climate Hub in the near future.** This is a developmental position that has responsibility for developing and maintaining stakeholder relationships, communicating climate change tool availability, use, and applications, coordinating budgets, grants and agreements, and developing and implementing strategies for producing priority outcomes for the Hub. This position will work for Hub Director in Corvallis, Oregon. Possible duty locations are Corvallis or Portland, Oregon. First priority will be given to candidates in the Portland or Corvallis commuting areas.

The incumbent:

- Coordinates and develops Hub relationships with stakeholders including Cooperative Extension, agencies in USDA Service Centers, NRCS State and District Conservationists, and land managers.
- Maintains liaison with employees of Federal and State governments, local officials, private organizations, and landowners who are affected by, or have a shared interest in, climate adaptation and mitigation of forest and agricultural lands, and provides technical assistance on mutual resource problems.
- Serves as an expert in and a resource for agricultural producers and other natural resource managers for the services of the Hub. Provides technical assistance, along with NRCH Director and partners, in one or more of the NRCH programs to enhance technical skills. Provides assistance to partners in development of annual and long term plans. Acts for the CCH Director in their absence.
- Serves as project manager in the administration of grants and cooperative agreements with state and private entities consistent with OMB and agency regulations and policies.
- Manages Agency and University partner's network and serves as liaison between the NRCH and university experiment stations, cooperative extension and other personnel.
- Works with university personnel to develop their needs for grants and agreements that achieve the goals of the USDA Regional Climate Hubs in accordance with the President's Climate Action Plan of June, 2013.
- Prepares presentations to educate and explain the mission of the Climate Change Hub and the products and services available from the Hub.
- Communicates the program mission and vision to diverse audiences through presentations, strategic plans, work plans, and other written and verbal forms of communication.
- Assists with the development of briefing materials and updates for Local, Regional and National leadership.



The purpose of this Outreach Notice is to determine the potential applicant pool for this position and to establish the appropriate recruitment method and area of consideration for the advertisement (e.g. Region-wide, Service-wide, DEMO). Responses received from this outreach notice will be relied upon to make this determination. **Interested applicants must complete the attached form and return with a copy of your resume to Beatrice Van Horne at [bvhorne@fs.fed.us](mailto:bvhorne@fs.fed.us) by October 15, 2015.** Those desiring further information about the position may inquire via the email listed above.

**About the Pacific Northwest Research Station & Northwest Regional Climate Hub:**

PNW Research Station is one of seven research units in the USDA Forest Service. The USDA 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 and elsewhere in the United States and other parts of the world. PNW Research Station has approximately 400 permanent and temporary employees in professional, administrative, research, technical, and clerical positions. The Station is also involved in international relations with foreign governmental agencies and universities in many research areas.

The Northwest Regional Climate Hub is one of seven Regional Hubs identified by the Department of Agriculture to deliver science-based knowledge, practical information and program support to farmers, ranchers, forest landowners, and resource managers to support climate-informed decision-making in light of the increased risks and vulnerabilities associated with a changing climate. It coordinates climate science and application networks in Alaska, Oregon, Washington, and Idaho. The work activities of the Station and the Hub attract considerable interest from Congress, special interest groups, and the public. Further information is available upon request.

**Community Information:**

The Corvallis Forestry Sciences Laboratory is a major Forest Service research, development, and application laboratory located on the campus of Oregon State University. Other federal research organizations located nearby include USGS Forest and Rangeland Ecosystem Research Center, USDA Agricultural Research Service, US EPA National Health and Environmental Effects Laboratory, Western Ecology Division. Corvallis is centrally located in the Willamette Valley, ninety miles southwest of Portland, and about forty miles north of Eugene. It has a population of 55,000 and has a Mediterranean-type climate with about forty inches of annual precipitation in the fall, winter, and spring, with a dry summer. Corvallis is home to Oregon State University.

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, & US-26. The population is around 538,180 in the city, and 1.95 million in the metropolitan area. For more information about Portland, Oregon, visit the following websites: <http://www.portlandonline.com>, [www.travelportland.com/visitors/](http://www.travelportland.com/visitors/)

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

*Thank you for your interest in this position*

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# Outreach Interest

Program Analyst GS-0301-12/13

**If you are interested in this position, complete this form and send to Lesley Kelly with a copy of your resume at [lakelly@fs.fed.us](mailto:lakelly@fs.fed.us) by October 15, 2015.**

## **PERSONAL INFORMATION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## **EMPLOYMENT**

Are you currently a Federal Employee?      Yes       No

**If Yes:**

Name of your Agency & Location: \_\_\_\_\_

Current title/series/grade: \_\_\_\_\_

Type of Appointment:      Permanent       Term       Temporary

**If No:**

Current Employer: \_\_\_\_\_

Current Position Title & 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!*