

## **APPLY NOW! PUBLIC AFFAIRS SPECIALIST, MONTANA**

The U.S. Department of Agriculture provides undergraduate and graduate level students with a challenging internship opportunity. The program is designed to promote public service and create access to higher education for students attending one of the 1994 Land-Grant Institutions, the accredited Tribal Colleges and Universities.

### USDA-Forest Service (FS)

The Forest Service's Northern Region encompasses 25 million acres across North Dakota and South Dakota, Montana, and Northern Idaho. From vast prairies and grasslands to the majestic peaks of the Northern Rockies, the Northern Region serves communities as diverse as the landscape. The Office of Public and Governmental Relations is the Region's interface with members of the public in our communities and our Congressional Delegation and State partners. The office also oversees the Region's engagements with news media and maintains external websites and social media platforms. In addition, the office contributes to the development of communication products and tools to include video production, opinion editorials, blogs, press releases, etc.

### Position Title and Duty Station

Public Affairs Specialist, Regional Office, Missoula, Montana

### Position Description:

Participates in planning and implementing a comprehensive public affairs program for the Regional Office. Coordinates efforts to inform the public and employees of Forest Service programs and policies.

Advises management of the probable public reaction to specific proposals, policies, or actions. Anticipates the views of organized groups and advises as to how to present the Forest Service position on controversial issues.

Writes, edits, and prepares news releases and programs for press, radio, and television. Develops and maintains an effective working relationship with media representatives in the Region's zone of influence. Establishes and maintains contact with print and broadcast media on a regional and national level for issues which generate regional or national interest.

Maintains contacts with local congressional offices. Responds to inquiries from their offices and keeps them informed of issues, especially important program or policy changes which may generate interest among their constituents. Is responsible for coordinating and expediting all congressional correspondence received by the unit.

Keeps employees informed about unit activities and programs, and ensures employees are involved appropriately in decision making activities.

### Academic Level:

Student beginning their Sophomore to Senior year of college. Freshmen will be considered.

DUE: October 12, 2021

### Required Materials

Completed application (this includes an unofficial transcript, two letters of recommendations and essay) Note the position in your essay.