



Public Affairs Specialist GS-1035-09

Wayne National Forest — Nelsonville, Ohio

The [Wayne National Forest](#) is seeking creative, dynamic candidates with experience in social media, video editing, writing, and editing skills to fill a GS-1035-09 **Public Affairs Specialist position**. This vacancy is located at the Wayne National Forest Headquarters Public Affairs Office in Nelsonville, Ohio; the position reports to the Public Affairs Officer.



This outreach is to determine the potential applicant pool for one full-time, permanent Public Affairs Specialist and an appropriate recruitment process of area of consideration for the vacancy announcement. Responses received from this outreach notice will help us make these determinations.

The Wayne National Forest seeks candidates who are eligible for GS-1035-09 (<http://www.opm.gov/qualifications>). The salary range for this position is \$48,968.00-\$63,655.00 for Nelsonville, Ohio.

Duties include:

- Assists with planning and implementing a comprehensive public affairs program, including program strategies and techniques.
- Writes, edits, and prepares written documents for various internal and external communication outlets.
- Assist in the integration of social media campaigns and information into an overall external communications program.
- Develops content and increases and maintains social media presences across social channels to blog posts, tweets, photos and videos to Facebook, Twitter, YouTube, Instagram, and other sanctioned social media sites.
- Prepares social media reach and engagement reports utilizing analytics (Hootsuite), and make recommendations on the findings.
- Proficient in the use of desktop publishing and video editing software (Adobe InDesign, Adobe Photoshop, and Adobe Premiere Pro).
- Organizes, coordinates and implements effective employee and public meetings, workshops, field trips, or other forums designed to foster employee and public participation.

Desired qualities include:

- The ideal candidate will have a thorough understanding of social media platforms and how to use them for promotion, audience development and the development/publishing of original audio and video content.





- Ability to work with a variety of backgrounds and staffs.
- Demonstrated ability to thrive in a team environment.
- Ability to organize, plan and prioritize daily work assignments.
- Attention to detail; proficiency in strong interpersonal, verbal, writing/proofreading skills.

Benefits of Forest Service Employment:

- Telework and Flexible Work Schedules
- Highly competitive Federal Health, Vision and Dental Plans
- Transportation subsidies for commuters
- Life Insurance and Long-Term Care Insurance for Employee and Family Members
- Flexible Spending Accounts
- Wellness programs that allow for reimbursement of Fitness Memberships and/or Work-time to exercise
- Comprehensive Federal Retirement Package

For more information on these benefits, please click on the below link:

<http://www.fs.usda.gov/detail/r9/jobs/?cid=stelprd3807687>

For more information about the duty station location please visit the unit website:

[Wayne National Forest](#) or Contact Gary C. Chancey at (740) 753-0862, gchancey@fs.fed.us.

Vacancy Announcement: The vacancy announcement for this position will be posted on the U.S. Government's official website for employment opportunities, www.usajobs.gov. You must apply to the vacancy announcement on USAJobs to be considered for this position. If you reply to this notice of interest you will be contacted with a link to the official vacancy announcement when it is available.

NOTE: Please utilize the response form in the [Outreach Notice](#) to respond through the system. The response button is located on the bottom right hand corner of the Outreach Notice. Outreach Notice link:

<https://fsoutreach.gdci.com?id=4ED4136C4088403E8B1D7DDCD76268CA>

About the Wayne National Forest:

The 244,000 acre Wayne National Forest in southeastern Ohio is divided into three units managed out of two Ranger District offices located in Nelsonville and Ironton, with a field office in Marietta. The Forest is located within an hour from Columbus, and a few hours from Akron, Cleveland, Dayton, Cincinnati, Louisville, and Pittsburgh. There are over 300 miles of trails on the forest for hiking, all-terrain vehicle (ATV) riding, mountain biking, or horseback riding. Our boundaries surround a checkerboard pattern of ownership, with public and private ownership interspersed.

About the Area:

The City of Athens is located in Athens County, which has a population of 63,000, and sits along the Hocking River. Athens has a population over 23,500 year-round residents and is a full-service community with numerous medical professionals, two (2) fully staffed hospitals,





churches of various denominations, and small shopping plazas. University Mall is only a 10-minute drive from downtown Athens.

Athens is the home of Ohio University with an enrollment over 20,000 and has undergraduate and graduate programs in numerous disciplines. Athens offers a wide variety of educational, sporting, and cultural events and opportunities for all ages. Nearby Nelsonville is home to Hocking College, which boasts an enrollment of 5,800 students.

To learn more about the Athens area, visit the following websites:

www.ci.athens.oh.us (City of Athens); www.athensohio.com (Athens County Visitors Bureau); www.ohiou.edu (Ohio University); www.hocking.edu (Hocking College); www.mariettaohio.org (Marietta-Washington County Convention & Visitors Bureau); www.mariettaoh.net (City of Marietta); www.marietta.edu (Marietta College); www.wscc.edu (Washington State Community College)

Thank you for your interest in our vacancy.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

