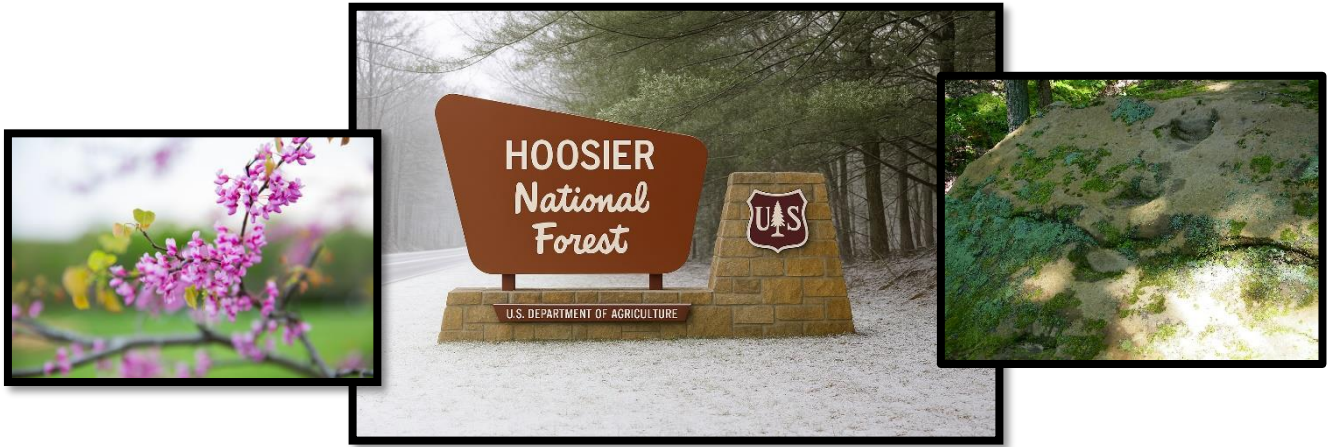




Forest Service
U.S. DEPARTMENT OF AGRICULTURE



"Caring for the Land and Serving People"

Hoosier National Forest

OUTREACH NOTICE

PUBLIC AFFAIRS OFFICER

GS-1035-11/12

Location: Bedford, IN -or- Tell City, IN

This is an informational outreach document only to provide details on this position. Application for this position will be posted on USAJobs.gov.

For more information contact:

Stacy Duke

812-275-5987

Stacy.Duke@usda.gov



Summary of the Position:

This position serves as the Public Affairs Officer on the Hoosier National Forest with responsibility for the coordination and development of communications strategies, media relations, Congressional relations, and public outreach and social media. Communications Strategies include anticipating and preparing for communications issues, providing supporting materials for effective public affairs management, including briefing papers, talking points, Q&As and remarks for principals. This position will work with partners to prepare for joint communications efforts. The incumbent performs a wide variety of activities in planning and implementing a comprehensive public affairs program for the Forest. Duties at the full performance level include but are not limited to the following:

Media Relations: Serves as the primary point of contact for media inquiries, identifying relevant spokespersons and routing media inquiries for approval through the National Headquarters of Communications Press Desk. Prepares talking points and, where appropriate, staffs the interview alongside the spokesperson. Develops press releases and other media outreach products and distributes them to relevant media outlets through Salesforce.

Congressional Relations: Serves as the primary point of contact for inquiries from Congressional staff, Members or State Legislators. Coordinates with the Regional and Washington Office Legislative Affairs staff to ensure appropriate responses.

Public Outreach: Using tools like social media and website updates, keeps the public informed of actions on the Forest that may pertain to their safety, recreation or other interactions with the Forest. This includes communicating road closures and other access issues, wildfire and fire safety issues, campground and facility closures, and events.

Supervisor: Performs supervisory duties 20% or less of the time

Description of the Forest:

<https://www.fs.usda.gov/r09/hoosier>

The Hoosier National Forest encompasses nearly 204,000 acres in South Central Indiana stretching south from Bloomington to the Ohio River and is located within a drive of two hours or less from Cincinnati, Ohio; Evansville and Indianapolis, Indiana; and Louisville, Kentucky. Two Ranger Districts include the Brownstown District in Bedford, Indiana and the Tell City District in Tell City, Indiana.

The Hoosier National Forest sits in the unglaciated hills of Southern Indiana. The Forest provides a range of opportunities and resources for people to enjoy. Many recreation opportunities include camping, fishing, hiking, horseback riding, hunting, mountain bike riding, and viewing scenery. The only congressionally designated wilderness in Indiana, the 13,000-acre Charles C. Deam Wilderness provides opportunities for users desiring higher levels of solitude. In addition, the Forest has over 265 miles of trails for hiking, biking, or horseback riding.

811 Constitution Ave, Bedford, IN 47421

<https://bedford.in.gov/>

248 15th St, Tell City, IN 47586

<https://tellcity.in.gov/>



Application Process:

This is an informational outreach document only to provide details on this position. Application for this position will be posted on USAJobs.gov. Anticipated application period to begin on September 3rd, 2026.

Qualification Requirements:

In order to qualify, you must meet the [eligibility](#) and [qualifications](#) requirements as defined below by the closing date of the announcement. For more information on the qualifications for this position, visit the [Office of Personnel Management's General Schedule Qualification Standards](#)

Non-Discrimination Statement

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