National Park Service, Regional Office – Seattle
Workforce Management Internship - Seattle, Washington
February 2020 – January 2021 (52 Week Term)

About Northwest Youth Corps (NYC):
Northwest Youth Corps was created in 1984 to offer teenagers an education-based, work experience modeled after the historic Civilian Conservation Corps of the 1930's. Today, we serve over 1,000 youth and young adults each year across a four state region who restore critical habitat, build trails, lead volunteers, educate youth, and respond to local and national disasters.

National Park Service – Regional Office, Seattle:
The National Park Service Regional Director’s Office supports more than 60 national parks in Unified Regions 8, 9, 10 and 12, in California, Hawaii, Idaho, Nevada, Oregon, Washington, portions of Arizona and Montana and the territories of Guam, American Samoa, as well as the Northern Mariana Islands. The Seattle area is home to some amazing National Park Service sites including Klondike Gold Rush National Historical Park, the Wing Luke Museum of the Asian Pacific American Experience and the Bainbridge Island Japanese American Exclusion Memorial. The Regional Office in Seattle is responsible for oversight of all parks and programs in the Pacific West Region. The Pacific West Region’s parks host 65 million visitors a year and contribute $5 billion to local economies. The Regional Office is responsible for leading more than 3,500 employees, and managing a budget of more than $300 million annually. This internship will be focused regional projects and programming within workforce and personnel management.

Position Summary:
This position is located at the National Park Service Regional Office, Seattle. The goal of this internship is to provide youth with training and professional development opportunities related to workforce and personnel management. The objectives of the project are for an intern to 1) assist with populating online tools that support the human resources staff and customers of the Pacific West Region, including updating the region’s Google site and streamlining information from human resource documents; 2) visit at least two parks in the Pacific Northwest to shadow human resources staff, pathways hires, and other park staff as appropriate, to garner best practices and success stories from the field to share on internal and external media sources; and 3) assist with developing outreach and recruitment strategies for the region’s Workforce Management division, which encompasses all human resources related activities that are needed to maintain a productive workforce. Individuals will work with a supervisor and mentor to develop and present strategic planning, projects, and hiring policies. While the majority of the job is inside, individuals will be traveling to other Northwest Area Parks and may need to attend outdoor activities in conditions varying from warm sunshine to cool wet winter weather.

Program Benefits:
- NYC will provide the selected intern a prorated stipend of $26,000 for their term along with worker compensation coverage
- Federal Background check provided
- Professional Development - $2,500 budget for training, travel, and professional development opportunities
- Park housing will not be provided
Position Requirements:
- Research outreach strategies and networks of affinity groups. This information will support the development of a strategic plan for outreach and recruitment for the Regional Office. This includes firsthand experience from the intern on accessing information for career opportunities.
- Provide friendly and professional informal and formal communication to internal and external partners.
- Update and assist workforce management with policy, guidance, and technical documents. This includes sharing these updates with Servicing Human Resources Office (SHRO) operations and parks.
- Visit National Parks within the Northwest to shadow staff to garner best practices and success stories from the field to share via internal and external media outlets.
- Demonstrated ability to communicate effectively via social media platforms is preferred.

Minimum Qualifications:
- Some higher education required: Preferably an Associate's or Bachelor's degree in environmental science, public administration, or community engagement.
- Computer skills: Adobe, Microsoft suite - Excel especially, Google suite - docs, hangouts, etc. Microsoft 365
- Applicants under the age of 30 will receive priority consideration and are eligible for a Public Land Corps hiring authority upon completion of their term.

Application Instructions:
To apply, please submit a cover letter, resume, and three professional references saved in one PDF as LastName_FirstName_WFMIntern.pdf example: Tagge_Andrew_WFMIntern.pdf to andrewt@nwyouthcorps.org

Within your cover letter, please discuss any prior knowledge surrounding the sharing of histories from under-represented communities, how this internship will further your career goals, and any experience in representing an organization via social media.

Contacts:
Andrew Tagge
Internship Coordinator
Northwest Youth Corps
541-357-8210
andrewt@nwyouthcorps.org

Amanda J. D. Rowland
Management and Program Analyst
Workforce Management
Interior Regions 8 (Southern California and Southern Nevada), 9, 10, and 12
415-623-2162 office phone or 415-859-1923 cell phone
amanda_rowland@nps.gov