

## National Park Service, Regional Office – Seattle Workforce Management Internship - Seattle, Washington



**October 2021 – October 2022 (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:**

Due to the current COVID-19 pandemic, the intern chosen for this position will be expected to telework until official guidance comes out that authorizes use of office space in 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 Management. Workforce Management encompasses the following offices: Servicing Human Resource Offices (SHROs), Employee and Labor Relations Office, Office of Workers' Compensation, Office of Personnel Security, Employee Development, and Administration/Project 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 streamlining information (documents, policies, standard operating procedures) via the Workforce Management SharePoint site. 2) visit National Parks within the Northwest to shadow staff to garner best practices and success stories from the field. These success stories are intended to be shared via internal and external social media outlets 3) assist various Workforce Management offices with special projects, implementation of new/revised policies, and formulation of new guidance based on current flows of information 4) 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 will be provided

- Laptop, PIV card, and necessary office supplies will be provided
- Professional Development - \$2,500 budget for training, travel, and professional development opportunities
- Park housing will not be provided

**Position Requirements:**

- Demonstrate ability to communicate effectively via technology-based platforms.
- Provide friendly, professional, and timely informal and formal communication to internal and external partners.
- Update and assist workforce management with special projects, policy, guidance, and technical documents. This includes but is not limited to sharing these updates with the applicable offices/parks: Servicing Human Resources Office (SHRO), Employee and Labor Relations, Office of Workers' Compensation, Personnel Security, Employee Development, and Parks.
- Visit National Parks within the Northwest to shadow staff to garner best practices and success stories from the field. These success stories are intended to be shared via internal and external social media outlets.

**Minimum Qualifications:**

- Some higher education required: Preferably an Associate's or Bachelor's degree in Human Resources, Business and Administration, Project Management, Public Policy, Environmental Science, or Public Administration.
- Computer Skills: Adobe Acrobat, Microsoft suite (Word, Excel, PowerPoint), Microsoft 365 (Outlook, Email, Calendar, Teams, SharePoint), and Data Analysis.
- 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 Below**

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**Application Deadline:** Applications will be accepted until **October 4, 2021**

**Interviews:** Will occur as qualified applications are received. Early applications are encouraged.

**Length of Term:** 52 Weeks

**How to apply:**

Please submit a cover letter, resume, and contact information for three professional references and completely fill out the application form found at <http://bit.ly/NYCIternApplicationForm>

Please select "NPS Seattle – Workforce Management Internship" when applying.

Within your cover letter, please expand on your interest in interning with the National Park Service. Specify how working within Workforce Management will further your career goals. Please identify what you hope to gain from this experience and identify any experience you have in representing an organization via a social media platform.

**Additional Information:**

If you have questions about the position, please reach Northwest Youth Corps Internship Program Officer, Andrew Tagge, at [andrewt@nwyouthcorps.org](mailto:andrewt@nwyouthcorps.org) or National Park Service Project Management Assistant, Danielle Scrivener, at [Danielle\\_Scrivener@nps.gov](mailto:Danielle_Scrivener@nps.gov)