

**From:** Jill Johnson <jilljohnson@fs.fed.us>  
**Subject:** **JOB: Education Program Specialist with U.S. Forest Service - Applications Due March 7**  
**Date:** February 28, 2011 11:53:55 AM GMT-05:00  
**Cc:** Thomas E Dilley <tdilley@fs.fed.us>  
**Bcc:** duckmarc@msu.edu

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----- Forwarded by Jill Johnson/NA/USDAFS on 02/28/2011 10:49 AM -----

**Susan M Cox/NA/USDAFS**

To

02/28/2011 07:44 AM

cc

Subject Fw: 11-5603-0067G-CDO, Education Program Specialist, GS-1720-12/13, sent to USAJobs

FYI,

**Applications due March 7.**

Position in Washington DC with Forest Service Conservation Education staff.

Description of the position posted below with links to description.

If having on-line problems- contact: ASC HRM Staffing

1-877-372-7248

[fsjobs@fs.fed.us](mailto:fsjobs@fs.fed.us)

<http://www.usajobs.opm.gov/>

<http://tinyurl.com/4v5qtz3>

Coordinates educational program/project activities such as meetings, conferences, information gathering, and conducting negotiations for various aspects of the program/project.

Provides technical assistance, consultation, and guidance to national, state, and/or local agencies, organizations, research entities, or agency field staff regarding the development, extension, and improvement of educational studies, programs, systems, strategies, and services. This involves contacts on such program matters as providing guidance and motivation, technical advice and leadership, and information and assistance on financial support.

Exercises management responsibilities related to the initiation, administration, and/or closeout of grants, cooperative agreements, and/or interagency agreements (IAGs), including responsibility for monitoring performance. Manages (or assists in the management of) grant/cooperative agreement/IAG pre-application/agreement, award, administration, and/or closeout activities.

Plans, promotes, and develops environmental educational programs and projects by stimulating activity and providing direction. Designs a program for the area of assignment by analyzing the need for personnel, facilities, supplies, and materials, prepares budget requests, stimulates the appropriation of fiscal support, prepares a program plan, and provides ongoing advice and assistance in the program's implementation.

Work requires coordination with other agencies to ensure cooperation and encourage partnerships in managing multi-use natural resources.

Susan Cox  
Durham Field Office  
Conservation Education Coordinator  
USDA Forest Service  
271 Mast Rd  
Durham NH 03824  
603 868-7706  
Blackberry: 603 244-0819