



U.S. FISH & WILDLIFE SERVICE SOUTHEAST REGION

www.fws.gov/southeast/

PUBLIC AFFAIRS SPECIALIST JOB!



Accepting applications for Public Affairs Specialist position.

Cutoff Date: July 28, 2009

The U.S. Fish & Wildlife Service mission is the protection, conservation and enhancement of fish, wildlife, and their habitats.

Position Information: **1 Vacancy** - This is a Temporary Appointment Not-to-Exceed 12 months. At management's discretion, this appointment may be extended. This temporary position provides eligibility for the employee to earn leave, but DOES NOT include eligibility to receive Federal retirement coverage, health insurance, and life insurance. TEMPORARY APPOINTMENTS DO NOT CONFER COMPETITIVE STATUS AND DO NOT LEAD TO PERMANENT APPOINTMENTS.

Duties: This position is located in the External Affairs Office of the Southeast Region of the U.S. Fish and Wildlife Service, Atlanta, GA. Incumbent plans, implements, and evaluates media relations strategies in the Southeast Region specifically on communication needs related to implementation of the American Recovery and Reinvestment Act (ARRA) of 2009 working with the Regional Directorate and field managers. Serves as a leading liaison to field media relations specialists and national public affairs, keeping each informed of national and regional decisions and actions as well as communications priorities that may affect their work related to ARRA. Serves as agency spokesperson for inquiries from national and regional news media and the agency's other target audiences for information regarding the Service's implementation of ARRA and related policies, programs, activities, and decisions. Writes news releases, opinion pieces, letters to the editor, plans events, writes and manages the Region's blog (Wordpress) entries related to ARRA, and develops other materials such as video and web content, clears them through appropriate Service and Departmental officials, and works with the media to disseminate information about the Service's implementation of ARRA projects across the Region. Establishes and maintains effective working relationships with the news media, Service personnel, and conservation organizations, as appropriate. Plans and coordinates special events related to ARRA projects such as news conferences, ceremonies, receptions, photo opportunities, and other functions that the media is encouraged to attend.

Qualification Requirements for the GS-12 level: Applicants must possess one year of specialized experience equivalent to at least the GS-11 grade level that equips the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position that is typically in or related to the work of the position to be filled. Examples include presenting story ideas to the media; responding quickly to media requests; writing, editing and publishing various internal publications; analyzing and recognizing newsworthy activities; planning and carrying out public affairs projects, basically determining what issues to address and how to go about completing the public affairs project; planning, designing and evaluating complex programs involving development of written information materials; and developing new methods, including social media, to obtain a broad range of public input from among opposing viewpoints and synthesizing the data to develop consensus program recommendations.

Pay Rate: Entry level at GS-12 - \$70,399 per annum

Location: Atlanta, Georgia

Eligibility Requirements: Applicants must be U.S. citizens. Applicants must be able to pass a background investigation.

How to Apply: *(Submit the following documents)*

- Resume describing past/present school and work experiences. This should include job title, duties and accomplishments, number of hours per week, employer's name and address, supervisor's name and phone number, starting and ending dates of employment (month and year), and salary.
- Writing samples or other pertinent materials demonstrating work experience.

Mail to: U.S. Fish and Wildlife Service
ATTN: Jackie Flynn
1875 Century Blvd, Suite 370
Atlanta, GA 30345

Email to:
or Jackie_flynn@fws.gov

Fax to: 404/679-4199

All required information must be received by mail, email or fax no later than July 28, 2009. Late and incomplete applications will not be accepted.

If you are in consideration for a position, a hiring official will make direct contact with you to discuss the position. Because of the high volume of applications received, only applicants considered for selection will be notified.

U.S. Fish and Wildlife Service is an Equal Opportunity Employer