



U.S. Fish and Wildlife Service Directorate Resource Assistant Fellows Program

Northeast Region 5 8 Fellowship Positions Available

*The U.S. Fish and Wildlife Service (USFWS), Northeast Region 5 in partnership with the Student Conservation Association is offering eight fellowships opportunities across Massachusetts, Maine, Maryland and Virginia. Applications will be accepted from college undergraduate and graduate students only. The Directorate Resource Assistant Fellows Program (DFP) is an 11-week summer fellowship designed to provide students and opportunity to work on projects that focus on conservation, wildlife biology and related fields of study. The fellowships are an 11-week program, and the 2015 DFP will begin late **May or early/mid June**.*

USFWS will pay the travel costs for DFP participants to travel to the duty station of their assigned project and return to home/school, and free lodging will be available at some USFWS duty stations. These fellowships may include field specific training in addition to a week of leadership training at the National Conservation Training Center in Shepherdstown, West Virginia.

As a DFP participant, you will have an opportunity to apply classroom theories, principles and concepts to real-world situation, network and develop relationships with USFWS program officials and staff.

Upon successful completion of your DFP fellowship and your degree requirements, you may be appointed into a permanent position with USFWS. You must meet the eligibility requirements and the education and/or experience qualifications for the permanent position.

DFP Program Eligibility:

- Must be a U.S. Citizen or legal resident
- Must have a cumulative GPA of 3.0 or higher on a scale of 4.0
- Current students enrolled in or accepted for enrollment in an undergraduate or graduate degree programs at an accredited college or university recognized by the Department of Education. **In May or June 2015, your status as a student must fall into one of the following qualifying education levels:**
 1. An undergraduate student who has completed the junior year (e.g. Rising Senior or Senior) and is expecting to complete degree requirements after the summer of 2015
 2. A recently accepted and enrolled graduate student, or
 3. A graduate student who has completed at least his or her first year of graduate school.

Undergraduate and graduate students, who will complete their degree requirements prior to the summer of 2015, are ineligible for USFWS, 2015 DFP Fellowships.

DEADLINE FOR RECEIPT FOR APPLICATIONS: Applications will be accepted from undergraduate and graduate students beginning **March 2, 2015** through **March 23, 2015**. A complete application package,



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resume and unofficial transcript, and optional letters and forms must be received **March 23, 2015**. Incomplete application packages will not receive consideration.

REQUIRED DOCUMENTS/INFORMATION TO BE INCLUDED IN YOUR APPLICATION PACKAGE:

- A resume that includes the following information:
 - ✓ Anticipated graduation date
 - ✓ City, State and Zip Code of where you live.
 - ✓ Contact Information (e.g. mobile, home and/or work numbers)
 - ✓ Email Address
 - ✓ College and/or Universities attended (include city, state and zip code)
 - ✓ List all employment, internships and volunteer jobs you've held over the past 5 years
 - ✓ List any awards, scholarships or special recognition.
 - ✓ List any special skills relevant to the Fellowship

You must indicate on your resume the number for the project associated with the fellowship for which you are applying for consideration. This can be found in the project description section of this announcement. Please annotate it on the top left side of your resume below your name and phone number.

- A copy of your most recent unofficial transcript from your college/university that include your college/university name, cumulative GPA, total credits, and degree major. Also, you must submit your transcript for your undergraduate degree if you were recently accepted for enrollment in a graduate program.
- Proof of current enrollment at an accredited academic institution must be submitted. Proof may be submitted after the application deadline date but no later than **March 24, 2015**.
- Cover letters and letters of recommendations are optional.

INSTRUCTIONS ON HOW TO APPLY:

- All applications must be received by **March 23, 2015**. Applications submitted electronically or by fax must be received by 11:59 p.m. EST on **March 23, 2015**. If you submit your application via email, you must include the project number for the fellowship in the subject of your email.
- You must submit a separate and complete application package for each fellowship for which you wish to receive consideration.
- Applications must be submitted electronically to: FWR5@fws.gov.



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Do not include your social security number (SSN), date of birth (DOB), your street address or any other personal identification information on your resume. Redact any personal privacy information (e.g. SSN, DOB and home address) from your unofficial transcript and enrollment verification.

SPECIAL CONDITIONS:

- Successful candidates will be subject to completion of a favorably adjudicated Federal Background Check initiated by USFWS.
- Must be available to work a full time schedule (40 hours per week) for 11 consecutive weeks beginning late May or early/mid June 2015.

BENEFITS:

- 2015 DFP participants will receive wages based on an hourly rate of \$13.50 - \$15.00.
- Successful 2015 DFP candidates may be eligible for a permanent job within the USFWS for which they meet all the qualifications and eligibility requirements.

ADDITIONAL DOCUMENT(S):

- **Demographic Information on Applicants – OMB No. 3046-0046:** Please help us assess our recruitment strategies by completing all the items on the attached form **OMB No. 3046-0046** or download it at: http://www.eeoc.gov/federal/upload/Applicant_Tracking_Form_2-19-2014-2.pdf. Data summarizing all applicants for a position will be used to determine if we are effectively reaching all segments of the populations, in conformance with the requirements of Federal equal opportunity law. Only summary data is reported, and only in a format that cannot be broken out by individual applicants. We treat your responses in a *highly* confidential manner. They are not released to the panel rating the applications, to the selecting official, to anyone else who can affect your application, or to the public.
- **DFP Application Checklist:** The attached checklist is to assist you with verifying that your application package includes all the required documents/information.

CONTACT INFORMATION:

If you have questions about the application process, please contact the servicing Human Resources Office (Dan Evans, 413-253-8218, FWR5@fws.gov) and reference the Directorate Fellows Program. For a list of all USFWS 2015 DFP announcements, please visit: <http://www.fws.gov/humancapital/> or <http://www.fws.gov/workforwildlife/dfp.html>



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Northeast Region 5

Project Number: DFP15R5EXT01

Housing: Housing may be available.

Location: FWS Region 5 Office, Hadley, Massachusetts (other possible locations - Philadelphia, PA, Baltimore, MD)

Project Description: This Fellow will develop an education and outreach strategy and tools to reach Spanish -speaking communities in the Northeast region, targeting three of the largest Spanish-speaking markets in the Northeast: New York/NJ metro area; Washington DC/Northern Virginia; and Philadelphia/Southern NJ/Delaware. The Fellow will write and promote three, weekly Spanish language outreach posts for non- traditional media, emphasizing public visitation opportunities at FWS National Wildlife Refuges and National Fish Hatcheries. They will develop Spanish-language visitor guides and outreach materials for urban refuges. They will also work with the FWS Office of Migratory Birds and Service partners to develop more direct, collaborative outreach opportunities for international species of concern – focused specifically on bird species that migrate from the Northeast to Spanish-speaking countries in Latin America and the Caribbean. The work of the Fellow will result in broader public outreach and an enhanced relationship with local communities who are unfamiliar with FWS.

Minimum Qualifications and Major Required: Undergraduate (rising senior) - Communications or Environmental Education.

Desired Skills / Experience:

- Knowledge of other languages preferred.
- Ability to communicate well orally and in writing.
- Experience working with social media.
- Knowledge of Latino audiences/markets in the New England area.
- Ability to work with urban audiences and Spanish language organizations.

Key Requirements: *Spanish speaker required. Must be able to read, write and speak Spanish fluently.*



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Northeast Region 5

Project Number: DFP15R5NWR01

Location: Silvio O. Conte NFWR, Sunderland, Massachusetts

Housing: USFWS housing may be available

Project Description: With a focus on Springfield, Massachusetts, the Fellow will help deploy an environmental education curriculum that utilizes the Refuge's "Watershed on Wheels" mobile classroom; write and promote three monthly outreach announcements in English and Spanish, emphasizing public visitation opportunities at the refuge that targets Springfield's Hispanic population; develop an urban restoration project model, "Adopt a Habitat", which seeks to create a network of conserved habitats in the Connecticut River watershed; and encourage conservation and stewardship activities in Springfield and the Connecticut River watershed by actively engaging students and community residents in environmental education, interpretation, and restoration efforts. The Fellow will help develop curriculum and teacher training that will build the foundation for long-term, collaborative partnership opportunities between teachers and Service and local environmental professionals.

Minimum Education Level and Major/Degree Type Required: Graduate Student 1st Year - Conservation Biology, Wildlife Management, or related natural resource field (emphasis on environmental education, communications, etc. is preferred).

Desired Skills / Experience:

- Experience in environmental education and outreach.
- Experience or ability to communicate with school faculty, students, and children of multiple ages, work in an urban community, relate to a diverse audience, coordinate with multiple stakeholders, and coordinate with refuge staff.
- Strong oral and written communication skills, in English and in Spanish.
- Bilingual in English and Spanish, both orally and written.

Key Requirements: *Spanish speaker required. Must be able to read, write and speak Spanish fluently.*

Application Checklist for USFWS 2015 DFP

Application packages must be sent by March 23, 2015, to the unique point of contact in the respective Headquarters or Regional Office listed on each DFP announcement and, if applicable, in the subject line of your submission email.		✓
1.	Does your resume include all of the information requested on the DFP announcement?	
2.	Have you redacted all personal privacy information (e.g. SSN, DOB and street number and name of home address, etc.) from your resume and all documents you are submitting?	
3.	Have you prepared a separate application package for each DFP fellowship/announcement for which you would like to be considered and noted how you should apply for each fellowship and/or DFP announcement?	
4.	Have you indicated the DFP Fellowship number at the top of each of your resumes/application packages if you are applying for more than one DFP Fellowship?	
5.	Have you included a copy of your most recent unofficial transcript from your college/university that is legible and includes your college/university name, cumulative GPA, total credits, and degree major, to each of your resumes and/or a transcript for your undergraduate degree (if applicable), or a copy of your acceptance enrollment letter.	
6.	Did you note that successful candidates will be required to submit proof of current enrollment at an accredited academic institution by no later than March 24, 2015?	
7.	Will you be available to complete the 11 consecutive weeks DFP Fellowship during the summer of 2015, which will begin late May or early/mid June?	
8.	Will you meet the student status eligibility for the 2015 DFP Fellowship for which you would like to be considered?	
9.	Did you include the Demographic Information on Applicants Form – OMB No. 3046-0046? The form can be downloaded at: http://www.eeoc.gov/federal/upload/Applicant_Tracking_Form_2-19-2014-2.pdf .	