

## **Information Assistant - Resource Assistant**

Superior National Forest - Tofte, MN

Do you have oral and written communications skills? Do you enjoy working with people and providing customer service?

The Corps Network (TCN) is looking for a professional and detail-oriented Resource Assistant to provide communications support at a national forest. This internship position will process correspondence, handle merchandise sales, and engage the public.

**What is the Resource Assistants Program (RAP)?** Particular attention will be given to ensure full representation of women and participants from historically Black, Hispanic, and Native American schools or other schools with diverse student populations. Resource assistants work under the supervision of Forest Service staff to complete mission-critical work that demonstrates leadership, critical thinking, and strategic communication. Through collaboration, training, and mentorship Resource assistants gain the tools to launch their natural and cultural resource careers.

**Primary Responsibilities Include:** Information Assistant will provide general administrative and customer service support for Tofte Ranger District staff and public. The intern performs a variety of record keeping, reporting, and informational duties in support of the mission. In addition, the intern performs logistical and associated general clerical work. Individual will receive on-the-job training in planning, organizing and executing information, external relations and other administrative activities to develop experience in various phases of public service and administrative support.

**Qualifications and Skills:** Exceptional ability to work with people; Money handling; Selling merchandise & making deposits for an interpretive store; database management; Answering incoming phone & email inquiries; graphic design; Excellent communication skills; A bachelor's degree, or higher degree, in communication, journalism, or related field.

**Compensation and Benefits:** Health insurance; Housing allowance

**To Apply:** Submit your resume to [programs@corpsnetwork.org](mailto:programs@corpsnetwork.org). Please no phone calls. We will reach out to those who best meet the qualifications.

**About The Corps Network:** The Corps Network, the national association of Service and Conservation Corps, provides leadership and support to over 130 Corps across the United States. Through advocacy and providing Corps access to funding opportunities and expert guidance, The Corps Network annually enables more than 25,000 Corpsmembers to strengthen communities, improve the environment and transform their lives through service.

To learn more about The Corps Network, visit [www.corpsnetwork.org](http://www.corpsnetwork.org).