



POSITION DESCRIPTION

Winter 2023

NPS UNIT: Midwest Region Office, Saint Croix National Scenic Riverway **Position #: 1284**

Position Title: Planning Assistant
Number of positions available: 1
Primary natural resource discipline: Social Sciences
Position Keywords: Planning, zoning, strategic planning, rivers, compliance
Location: Omaha, Nebraska
Can this position be fully remote: Yes

POSITION DESCRIPTION AND WORK PRODUCTS

Project Description: The primary responsibility develop desired conditions for the Saint Croix National Scenic Riverway in Wisconsin and Minnesota. Desired conditions provide long-term direction about the resource conditions and visitor opportunities to be provided. The SIP would work to align the desired conditions with the draft outstandingly remarkable values for the riverway and also inform the spatial application of these desired conditions through zoning. This work would involve initial background reading, facilitating meetings with project staff to discuss the 200 miles of riverway, drafting desired conditions, some work with the park GIS staff to map the desired conditions via zoning, and outlining future public engagement that could be pursued to ensure the desired conditions reflect a shared vision. This would be the SIPs primary project. Desired conditions are ubiquitous to planning projects and are applicable across all federal land management agencies. Experience facilitating and writing these provides great opportunities for professional development as does writing and developing the communications plan. This project along with the other supplementary projects the intern would tackle involve an integrated, interdisciplinary approach. In addition, the SIP would also have opportunities to engage with other ongoing planning efforts in the region including preliminary recreation management planning work with Mount Rushmore National Memorial (MORU), transportation planning with Apostle Islands National Lakeshore (APIS), and strategic planning for the planning and compliance division. Some of these projects do offer opportunities to travel to the park but that will be dependent on national and regional guidance for health and human safety at the time.

Work Products: The SIP would complete a number of deliverables; however, the primary deliverable would be the desired conditions for Saint Croix National Scenic Riverway. The desired conditions for the Riverway will be reviewed segment by segment to ensure alignment with Outstanding Remarkable Values. This also would connect to a tangible layer within the Park Atlas/ArcGIS that would have the spatial distribution of the desired conditions. The other projects we have identified for the SIP would also have tangible products such as a communication strategy for SACN, a preliminary project planning report for MORU, and a strategic plan for the planning and compliance division. The intern would have opportunities to engage in other relevant natural resource working groups as desired, including: Resource Stewardship Strategies, Strategic Facility Investment Plans; and Visitor Use Management.

NATURAL & PHYSICAL WORK ENVIRONMENT

The SIP would be part of a 4-person planning team that is supervised by James Lange the planning and compliance division manager. On occasion, the SIP would support and engage with the compliance team which is made up of 5 individuals. The SIP would support the Saint Croix National Scenic Riverways park team of up to 5 staff. The SIP would be able to accomplish the primary project remotely and the related planning work virtually. Some travel to SACN or other Midwest Region Parks could be possible.

QUALIFICATIONS

It would be helpful if the SIP had good writing skills. The tangible product for their primary task is a document that describe the desired future conditions for Saint Croix National Scenic Riverway. This in the future will inform GIS mapping, civic engagement, and affect the parks management decisions as they embark on a comprehensive river management plan. Other skills that would be nice but are not required are GIS or familiarity with mapping and urban or community planning. And interest but not expertise to start in facilitating and project management.



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The applicant must be a U.S. citizen or U.S. permanent legal resident (“green-card-holder”). Prior to starting this position, a government security background clearance will be required.

VEHICLE AND DRIVER LICENSE REQUIREMENTS

Applicant will not need to drive a government vehicle.

A personal vehicle is not required for this position.

If the SIP is required to drive a park vehicle for their position, Stewards will perform a driving records search, and the SIP’s ability to drive a park vehicle during work hours will be contingent upon the results. SIPs will have to have had their license for 3 years or be over the age of 21 to be insured as drivers under Stewards insurance policy. Examples of things that will preclude a SIP from driving a park vehicle include: SIP under the age of 21 years old that has been licensed less than three years, DUIs, multiple moving vehicle violations, suspended or revoked license, or three or more accidents (regardless of fault) in the last 3 years. If the driver’s search is favorable, Stewards will provide driver’s liability insurance while the intern is driving a NPS vehicle for their SIP position. If the SIP is denied coverage by Stewards, they will not be permitted to drive during work hours.

HOUSING

Park housing is NOT available. The intern will be responsible for finding housing in the nearby area. We think the work this intern could do would be primarily supporting Saint Croix National Scenic Riverway in MN, and the Midwest Regional Office in Omaha, NE. We feel all of the work and projects the intern would tackle could be completed remotely and through the use of Microsoft teams.

If the intern was in the Omaha area we do have a workspace that would be available with dual monitors, etc. The Midwest Regional Office is located in downtown Omaha, Nebraska. Previously, interns and fellows have stayed in nearby university housing offered by Creighton University. There are also a number of apartments and nearby housing options that would be within walking distance or accessible by public transit including the Old Market area where there are outdoor activities, farmer's markets, and other opportunities cities afford.

After a quick search on apartment pricing, it appears there are a few studio options that begin around \$800 with the more common range for studio/one-bedroom beginning in the \$900 range. Two bedrooms appear to begin around \$1,100.

INTERNSHIP DATES

Start Date: 10/02/2022

Number of Weeks: 12

Flexible Start Date: Yes

LIVING ALLOWANCE

12 Weeks (\$580.00/week = \$6960.00)

RELOCATION ALLOWANCE

350.00

AMERICORPS PROGRAM



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AmeriCorps

AmeriCorps is a program that engages individuals in intensive community service work with the goal of “helping others and meeting critical needs in the community”. The SIP Program is supported through AmeriCorps by providing a Segal Education Award in addition to the SIP’s living stipend and relocation allowance.

Upon successful completion of the SIP position, the SIPs (AmeriCorps members) are eligible for a \$1,638 - \$6,195 pre-tax education award that can be used for paying back student loans or for continuing their education. The amount of the education award is based on the length of the position.

AmeriCorps limits the number of terms an individual can serve to 4 terms. If an applicant has previously completed 4 SIP or other AmeriCorps positions, they will not be eligible to apply for an additional SIP position.

Partners

This position is offered through the National Park Service's Scientists in Parks (SIP) Program in partnership with various organizations.

