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National Forests in Mississippi Supervisor's Office Internship Project Summary Sheet

Position Title: Resource Assistant

Location: Jackson, MS

Position Description:

The National Forests in Mississippi Supervisor's Office is offering a 12-week full-time summer internship to be followed by an 18-week part-time position during the 2016-2017 school year. This internship will provide a student with exposure to the Forest Service Timber Program, Cultural Resource Program, forest level timber/ cultural resource accounting, tracking, and administration.

Specific duties will include, but are not limited to:

- Audit tree measurement tally sheets
- Process data
- Ensure the correction of scale tickets and final corrections to edit files in preparation for accounting
- Track all timber sale financial collections
- Assist with the administration of forest products permits
- Assist with timber contract administration
- Assist with cultural resource administration

Requirements/Qualifications:

- Ability to communicate (written and orally) effectively
- Detail-orientated
- Ability to work independently
- Background in business preferred

Payment: \$12/hr

Travel: The intern will receive a travel stipend of \$40 per week when working full-time, and \$20 per week during part-time work.

If interested, please apply by sending your resume and cover letter to Greening Youth Foundation at epreston@gyfoundation.org.