

Position Description

Public Lands Transportation Fellow

Detroit River International Wildlife Refuge – Detroit, Michigan

Location Description

This transportation Fellow position will have the incumbent stationed at the U.S. Fish and Wildlife Service's (Service) Detroit River International Wildlife Refuge (DRIWR) near Detroit, Michigan.

The DRIWR is an urban refuge located 20 miles south of Detroit. The refuge runs along the lower Detroit River and the western shoreline of Lake Erie. The refuge was established in 2001 with Canada, making it the first international refuge in North America. The refuge is 6,000 acres including islands, coastal wetlands, marshes, shoals, and waterfront lands.

The DRIWR is scheduled to open their visitor center, fishing pier, and trail connections in spring 2018. In preparation for opening the DRIWR to the public, several transportation studies have recently been completed including an urban transportation study and a Regional Alternative Transportation Evaluation (RATE) study. These studies provided potential preliminary transportation needs and solutions for the refuge.

Job Description

A detailed work plan, including tasks, deliverables, and approximate work schedule for this location, will be provided to the assigned Fellow prior to their start date and used as a guide throughout their assignment.

The Fellow is expected to:

- Attend a mandatory orientation tentatively scheduled for the week of June 18-22, 2018;
- Report for work at the DRIWR for the 10-month on-site duration of the assignment (June 18, 2018-April 19, 2019);
- Attend monthly teleconferences with other Fellows and mentors;
- Host mentor during a site visit by creating an agenda for their 1-3 day visit and providing a tour of DRIWR and projects;
- Present at a poster session during the Transportation Research Board (TRB) in Washington, D.C. (January 13-17, 2019);
- Complete a final report and a webinar during the 11th month, at the location of the Fellow's choice (April 19-May 17, 2019); and
- Travel for occasional business as needed as part of the effort.

Tasks

Specifically, the incumbent will provide support to the following activities during this assignment:

- Create a DRIWR 5-year Transportation Status Report;
- Work to improve access to and within the refuge, including identifying the best transportation options;
- Conduct outreach to local stakeholders (e.g., county, local neighborhoods, bicycle advocacy groups, etc.); and
- Develop advertising materials for informing the public about the various options for accessing the refuge and encouraging refuge visitors to use transit, non-motorized and motorized means of reaching the refuge from their communities.

Skills and Qualifications

1. Strong oral, writing, and graphic communication skills to interact with federal, state, and local agencies, interest groups, partners, Service regional staff, and FWS Service field staff;
2. Strong organizational skills;
3. Ability to establish and maintain positive professional relationships with a variety of agencies and the public;
4. Ability to assess transportation needs, evaluate and identify priorities, and to modify or develop new approaches to solve transportation or access challenges;
5. Ability to understand construction documents and the implementation of construction plans;
6. Ability to assist with assembling grant applications with provided technical information, potentially handling multiple project submissions to meet several deadlines at once;
7. Ability to take initiative and work independently, yet know when to ask for help and guidance; and
8. Familiarity with marketing and social media.

Requirements

All applicants must:

- Be U.S. citizens, nationals, or lawful permanent resident aliens of the U.S.;
- Be 30 years of age or under by the start date; and
- Have at least a Bachelor's degree; however, the preference is for recent or soon-to-be Master's degree graduates.

Financial Package

- Assignment Period: 10-months onsite and an additional month at location of your choice to finalize the final report (June 18, 2018 – May 17, 2019);
- Salary: \$3,000/per month, total of \$33,000;
- Benefits: Eligible for benefits, see attached pdf for details;
- Rent Subsidy: up to \$1200 per month for 10 months. Note that if required, Fellow must provide the first, last, and security deposit. Rent payment will be provided directly to apartment owner/rental agency;
- Relocation Expenses: up to \$750 to and from Detroit, Michigan for a maximum total of up to \$1,500;
- Personal Transportation: Personal transportation while stationed at DRIWR (e.g., travel from apartment to unit, to grocery store, etc.) will be the financial responsibility of the Fellow;
- Professional Development: up to \$1000 is available for pre-approved, Fellow professional development beyond attendance at the 2019 TRB Annual Meeting. Note that this *cannot* be used for professional society membership;
- Travel Costs: Costs for travel to orientation, TRB, and occasional business travel will be covered by the Service/Western Transportation Institute (WTI); and
- Federal Non-Competitive Eligibility Status –Fellows who complete their assignment will be eligible for federal non-competitive hiring status for two years following the completion of their fellowship. The Fellow, with the help of their supervisor, must demonstrate that specific minimum hours work requirements have been met.