EcoCareer Conference
Building Pathways to Sustainable Careers

FEB 22-23 2017 / VIRTUAL

Conference Program
2017
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Introduction

Thank you for participating in our inaugural National Wildlife Federation EcoCareer Conference.

EcoLeaders is National Wildlife Federation’s national environmental leadership certification and career development program. Currently, approximately 2,000 college student and young professional leaders at over 400 colleges and universities in every U.S. state and over a dozen other countries are working toward EcoLeader certification. The program’s ultimate goal is to boost leadership and career preparedness of emerging sustainability leaders.

The EcoCareer Conference 2017 will prepare students and young professionals for wildlife and sustainability careers by providing information on the latest EcoCareer trends from leading analysts and employers, clarifying career enhancing credentials and academic offerings, and formulating a better understanding of the competencies employers seek in the green sector.

The goals of the conference are as follows:

1. Discover the types of jobs available in the clean economy, compensation levels, and advancement opportunities across clean economy sectors.
2. Enhance understanding of how to develop effective career plans that include degree programs and project-based learning credentials, while becoming familiar with supportive programming offered through the NWF EcoLeaders Program.
3. Explore online sustainability career skill resources that can help college instructors enhance academic offerings for sustainability across various disciplines.
4. Meet others across fields interested in leading for a clean economy including, students, faculty and employers and learn about ways to support one another.

We hope you enjoy your experience and learn a great deal on how to prepare yourself and/or your students to participate in the green workforce of the future!

The NWF EcoLeaders Team,

Courtney Cochran, David Corsar, Crystal Jennings, Kristy Jones, Julian Keniry, and Eriqah Vincent
# Agenda

## DAY 1 - CONFERENCE DAY (FEBRUARY 22 STARTING AT 10:00 AM EST - 5:30 PM EST)

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<th>Session Title</th>
<th>Session Description</th>
<th>Speakers</th>
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<tr>
<td>10:00 - 10:15</td>
<td>Opening</td>
<td>Brief introduction, platform overview, and agenda overview</td>
<td>David Corsar (NWF) Telspan Rep</td>
</tr>
<tr>
<td>10:28 - 10:30</td>
<td>Keynote Introduction</td>
<td>Julian Keniry to introduce Kevin Doyle</td>
<td>Julian Keniry (NWF)</td>
</tr>
<tr>
<td>10:30 - 10:55</td>
<td>The Future of Environmental Careers: Growing a Resilience Economy</td>
<td>Introduction to the concept of a resilience economy and how the rise of resilience as a goal and organizing principle affects individual EcoCareers.</td>
<td>Kevin Doyle (Green Economy)</td>
</tr>
<tr>
<td>11:00 - 11:15</td>
<td>Icebreaker Poll</td>
<td>Interactive polls on attendees’ characteristics, such as region, graduate or student class, reason for joining call, schools, orgs, etc).</td>
<td>Courtney Cochran (NWF) Kristy Jones (NWF)</td>
</tr>
<tr>
<td>11:15 - 12:00</td>
<td>New Millennium Post-Secondary Credentials and Degrees: Energy, Buildings and More</td>
<td>Leading industry association representatives speak about sustainability jobs in their fields and related postsecondary credentials and advanced degrees and how these credentials can be used to further your career plans.</td>
<td>Julian Keniry; Marcia Lochmann (WorkerFIT); Keith A. Norris (The Wildlife Society); Talia Schmitt (NWF EcoLeader); Jaime Van Mourik (USGBC)</td>
</tr>
<tr>
<td>12:00 - 12:15</td>
<td>Break from the Screen</td>
<td>Participants are encouraged to stretch, grab lunch, take a phone call, restroom break, etc.</td>
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<tr>
<td>Time</td>
<td>Session Title</td>
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<tr>
<td>12:15 - 1:00</td>
<td>New Millennium Post-Secondary Credentials and Degrees: Energy, Buildings and More</td>
<td>Same as PART I</td>
<td>Same as PART I</td>
</tr>
<tr>
<td>1:00 - 1:15</td>
<td>Advice from Professionals</td>
<td>Video clip combining info from career center interviews and webinars under various sectors</td>
<td>Courtney Cochran; Kristy Jones</td>
</tr>
<tr>
<td>1:15 - 2:45</td>
<td>Green Career Stepping Stones</td>
<td>This session will focus on the importance of obtaining leadership skills, especially through project-based opportunities, and other stepping stones, such as internships and research, in order to further one’s career plans.</td>
<td>Kevin Coyle (NWF); Rita Alison (Aramark); David Corsar; MaKara Rumley (Hummingbird); Capri St. Vil (The Corps Network)</td>
</tr>
<tr>
<td>2:45 - 3:00</td>
<td>Break from the Screen</td>
<td>Participants are encouraged to stretch, grab lunch, take a phone call, restroom break, etc.</td>
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<tr>
<td>3:00 - 4:15</td>
<td>Hiring Trends: Getting Wired for Being Hired</td>
<td>This session will focus on trends in hiring for a variety of sustainability jobs and sectors, programs that your organizations offer, and other tips that can be used to further one’s career plans.</td>
<td>Bridget Burnell (General Motors); Michael Gale (U.S. Fish and Wildlife Service); Mary Wright (Jobs for the Future)</td>
</tr>
<tr>
<td>4:15 - 4:45</td>
<td>The Leaders of Tomorrow</td>
<td>Preparing student leaders for pathways to leading careers in the clean economy.</td>
<td>Na’Taki Osborne Jelks (NWF and Agnes Scott College)</td>
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<tr>
<td>4:45 - 5:15</td>
<td>Closing</td>
<td>Survey, overview of what to expect on Day II</td>
<td>David Corsar</td>
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# NWF ECOCAREER CONFERENCE 2017

**DAY 2 - WORKSHOP DAY (FEBRUARY 23 STARTING AT 12:00 PM EST - 3:30 PM EST)**

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<tr>
<td>12:00 - 12:10</td>
<td>Day II Opening</td>
<td>Introductions, platform overview, and agenda overview</td>
<td>David Corsar</td>
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<tr>
<td>12:10 - 12:35</td>
<td>20 Million Global Sustainability Campaign</td>
<td>What it is? Why is it important? How can students get involved?</td>
<td>Julian Keniry; Meghan Fay Zahniser (AASHE); Michele Madia (Second Nature); Jaime Van Mourik</td>
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<tr>
<td>12:35 - 1:05</td>
<td>Earning Your NWF EcoLeader Certification</td>
<td>Sustainability Leadership Credential: NWF's Project-Based Certification: A Powerful Formula for Student Career and Leadership Success for Sustainability</td>
<td>Courtney Cochran; Kristy Jones</td>
</tr>
<tr>
<td>1:05 - 1:35</td>
<td>Green Career Pathway Planning</td>
<td>Individual Green Career Pathway Planning with help from the NWF EcoLeader Program</td>
<td>David Corsar; Elizabeth Morgan</td>
</tr>
<tr>
<td>1:35 - 1:50</td>
<td>Break from the Screen</td>
<td>Participants are encouraged to stretch, grab lunch, take a phone call, restroom break, etc.</td>
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<tr>
<td>1:50 - 2:20</td>
<td>Teaching Sustainability Career Skills</td>
<td>Tour of Online Course &amp; Tips on Earning the Certificate of Mastery of Sustainability Education Essentials</td>
<td>Julian Keniry</td>
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<tr>
<td>2:20 - 2:30</td>
<td>Conference Closing</td>
<td>Survey and What’s next for EcoLeaders</td>
<td>David Corsar</td>
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<tr>
<td>2:30 - 3:30</td>
<td>Networking Sessions</td>
<td>Q&amp;A on YouTube Live</td>
<td>Eriqah Vincent (NWF)</td>
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Special Thanks

The National Wildlife Federation, and especially the EcoLeaders team, would like to offer our sincere thanks to our Conference and Program sponsors, listed below. The support of businesses and organizations like these make the exciting and impactful work of preparing the emerging green workforce possible!

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WELCOMING ADDRESS

Collin O’Mara
President and CEO; National Wildlife Federation

Collin O’Mara serves as President and CEO of the National Wildlife Federation, America’s largest wildlife conservation organization with 49 state and territorial affiliates and nearly six million members and supporters. Under Collin’s leadership, the National Wildlife Federation is focused on conserving wildlife ranging from bison and bighorn sheep to pollinators like monarch butterflies and native bees, defending public lands and access to outdoor recreation, restoring America’s waterbodies, improving habitat resilience, advancing environmental education (including publishing Ranger Rick magazines), and connecting every American child with the great outdoors.

Collin comes to the National Wildlife Federation from the state government of Delaware where he led the Delaware Department of Natural Resources and Environmental Control as Cabinet Secretary from 2009 through 2014. He spearheaded a range of initiatives, including Delaware’s "No Child Left Inside"/Children In Nature campaign, a comprehensive strategy to confront childhood obesity by reintroducing children to the outdoors; the First State Trails and Pathways Plan, a multi-year initiative to expand and connect the state’s trail system; and the Delaware Bayshore Initiative, an effort to establish the region as a world-class conservation and low-impact recreation tourism destination for hunting, birding, fishing, hiking, canoeing, and kayaking, as part of the President’s America’s Great Outdoors Initiative. Collin also led the largest investment in environmental infrastructure in Delaware’s history, including more than $200 million in wastewater and storm-water systems, beach restoration, dam and dike repair, drainage projects, and park and wildlife areas.

Collin has served on numerous boards including as Co-Chair of the Natural Resources and Agriculture Subcommittee of the President’s Task Force on Climate Adaptation and Preparedness, Chair of the Regional Greenhouse Gas Initiative, Chair of the Ozone Transport Commission, Chair of the Climate and Energy Subcommittee of Environmental Council of the States, and Executive Council of Chesapeake Bay Program.

Collin was a Marshall Scholar at the University of Oxford, a University Fellow at the Maxwell School of Citizenship and Public Affairs, and a Presidential Scholar at Dartmouth College. He is a Catto Fellow at the Aspen Institute, a U.S. Green Building Council LEED (Leadership in Energy and Environmental Design) accredited professional, and completed Stanford Business School’s Executive Management Program in Environmental Sustainability. Collin lives in Delaware and spends every possible moment in nature with his wife Krish and daughter Riley.
OPENING KEYNOTE

Kevin Doyle
Principal; Green Economy

Kevin Doyle is a national expert on environmental and clean energy careers. After fifteen years as National Director of Program Development for Environmental Careers Organization, Kevin launched an independent consultancy in 2007. He is the co-author of many clean energy jobs studies with BW Research, and is professional development lead for NOAA’s Coastal and Coral Management Fellowships. Kevin’s consulting and campus workshop clients have included USDA Forest Service, Yale University, University of Massachusetts, University of Iowa, University of Michigan, Jobs for the Future, Northeast Clean Energy Council, Commonwealth of Massachusetts, and dozens more. He serves on numerous advisory groups, including the steering team of the "Next Generation" undergraduate careers project from the Ecological Society of America and Society of Conservation Biology. Kevin is co-author of three reference books about environmental jobs, including The ECO Guide to Careers That Make a Difference, and is currently working on a new book about emerging environmental, energy and sustainability career trends.

Kevin is an independent consultant, serving environmental and sustainability clients in business, government, academia and the nonprofit sector since 2007. He provides a range of services, including: labor market/careers research, employer engagement for education, strategic planning, facilitation for decision-making, program evaluation, and professional training. Kevin is also workforce development co-chair for the Northeast Clean Energy Council. He co-manages the online clean energy directory (www.cleanenergyeducation.org), leads the NECEC role in the MA Clean Energy Internship Program, tracks workforce trends, and serves as a liaison between NECEC member companies and the regional workforce development and education community.

Before launching Green Economy, Kevin was the National Director of Program Development at the headquarters of Environmental Careers Organization (ECO) from 1988-2007. ECO was a national nonprofit organization with offices in San Francisco, Seattle, Cleveland, Tampa and Boston. As National Director of Program Development, Kevin was a leader in creating employer-financed programs that supported 12,000 paid internships and fellowships for students from hundreds of colleges in all fifty states.


Kevin is a Phi Beta Kappa graduate in Geography/Environmental Planning from the University of Iowa. He was honored by the University of Iowa School of Liberal Arts as one of only six graduates from the University’s history to be selected for the inaugural class of UI Alumni Fellows.
PANEL DISCUSSION I - NEW MILLENNIUM POST-SECONDARY CREDENTIALS AND DEGREES: ENERGY, BUILDINGS AND MORE

Talia Schmitt
Campus EcoLeader and Student at William and Mary

Talia is a sophomore at The College of William & Mary in Williamsburg, Virginia. She is studying environmental science and plans on pursuing a career as an environmental educator. She co-founded the program, Eco-Schools Leadership Initiative (ESLI) in which high school and college students use games and activities to teach elementary school students about the environment. The goal of this organization is to provide resources and a network of students to those interested in environmental education. This summer ESLI is partnering with Fairfax County Public School's Get2Green and the National Wildlife Federation to put on Fairfax County's Environmental Education Conference. Talia is also her school’s Sustainability Dining Intern and works to provide students with fresh and local options as well as educate the student body about sustainability initiatives like composting in the dining halls.

Marcia Lochmann
Associate Vice President of Global Learning and Development; WorkerFIT Partners

Marcia is an experienced leader with a passion for integrating sustainability principles into the fabric of the organizations in which she serves. In her role with WorkerFIT Partners, Marcia is collaborating with Global Corporate College in the United States and Global Applied Technology Education in China to implement a unique program directed by China’s Ministry of Education, “Green China 200.” This national initiative aims to transform university learning outcomes to meet the demand of 21st century enterprises in China and abroad, by focusing on applied learning and sustainability-minded skill sets, and matching the skills and employers with the WorkerFIT software.

In addition to her work abroad, Marcia stays active in local and regional sustainability initiatives in Missouri and Illinois where she co-founded the St. Louis Chapter for the International Society of Sustainability Practitioners, a non-profit which serves to build sustainability professionals across multiple industry sectors and professions. Marcia enjoys helping organizations reach their corporate social reporting goals with experience in multiple methodologies including B-Corp (Benefit Corporation), GRI (Global Reporting Initiative), STARS (Sustainability Tracking and Reporting System) and others. Marcia earned a BA in Education from Indiana University and an MS in Environmental Science from Texas A&M University.
Jaime Van Mourik
Director of Higher Education; US Green Building Council

At the US Green Building Council, Jaime offers institutions guidance through the green building planning and implementation process and advises on how the LEED Green Building Rating System® can act as a framework for shaping sustainability initiatives in teaching, research and practice. Jaime oversaw the development of USGBC's most comprehensive higher education strategy guide, Roadmap to a Green Campus and the creation of LEED Lab.

Prior to joining USGBC, Jaime worked as a project manager at GreenShape, a sustainable design consulting firm, assisting over 30 projects pursuing LEED certification, and from 2002-2007, Jaime worked at the National Building Museum managing educational programs about the built environment. Jaime has taught design to students of all ages including collegiate teaching positions at the Catholic University of America School of Architecture and Planning and Northern Virginia Community College and serves as both a visiting lecturer and critic for local D.C. schools.

Jaime serves on the Smart & Sustainable Campuses Conference Program Committee; she was involved in the 2005, 2007 and 2009 Solar Decathlon serving as a communications juror. Jaime is an Associate AIA member and LEED Accredited Professional. She holds a Bachelor of Architecture from Virginia Tech and a Master of Architectural History from the University of Virginia.

Keith A. Norris
Director of Government Affairs & Partnerships; The Wildlife Society

Keith Norris is the Director of Government Affairs & Partnerships at The Wildlife Society, where he advances policies and professional development opportunities to empower, enable, and assist wildlife professionals in science-based management and conservation of wildlife and their habitats.

Keith holds a B.S. degree in Wildlife from Purdue University, a M.A. degree in Public Policy & Management from the John Glenn School of Public Affairs, and a M.S. degree in Environment & Natural Resources – Wildlife and Fisheries at The Ohio State University, and is certified as an Associate Wildlife Biologist®. His career has included positions in wildlife research, education, policy advocacy, leadership development, and program administration.
Panel Discussion II - Career and Project-Based Leadership

Kevin Coyle
Vice-President of Education and Training, National Wildlife Federation

Kevin Coyle has committed thirty-five years to improving America’s education and environmental education fields. He joined the National Wildlife Federation as vice president for education in 2005.

Prior to NWF, Kevin was president of the National Environmental Education & Training Foundation (NEETF), an award-winning organization chartered by Congress to strengthen U.S. environmental learning. He has also led and founded several other educational and environmental organizations, including River Network, Inc. (Washington, DC and Portland), American Rivers, and the American Land Resource Association.

Kevin is trustee and immediate past chair of The Potomac Conservancy, trustee of The Alice Ferguson Foundation, and has served two terms as chairman of The Natural Resources Council of America. He holds a bachelor’s degree in sociology from LaSalle University, a JD in environmental law from Temple University, and the Conservation Leadership Institute Certificate from the Wharton School of Business.

Rita Alison
National Senior Manager, Aramark Environmental Sustainability

Rita Alison has been with Aramark Education for fourteen years. As National Senior Manager for Environmental Sustainability, Rita elevates Aramark Higher Education’s environmental commitments while assisting accounts in developing unique sustainable solutions. She is presently responsible for strategic and tactical development, oversight of program implementation, training and the continual improvement of the environmental sustainability platform.

Prior to serving in her role as National Senior Manager for Sustainability and Environmental Stewardship Rita held the position of District Marketing Manager in the Southeast. She facilitated many accounts, including UNC Chapel Hill, Wake Forest and Elon University, in elevating healthy, sustainable dining options and solutions. This included implementation of sustainable practices, including communication and marketing of all programs.

Rita has a Bachelor’s of Business Administration from James Madison University with a focus in marketing and hospitality and tourism management and a Master of Business Administration from Elon University. She recently completed her LEED GA. Outside of Aramark, Rita enjoys taking care of her boys and volunteering in her community.
David Corsar
Career Center Manager; National Wildlife Federation

David Corsar is the Career Center Manager for the National Wildlife Federation EcoLeaders program. NWF EcoLeaders is a robust career and leadership development program for college students and professionals all across the U.S. and beyond.

David completed a full 2-year Peace Corps service in the Republic of Armenia where he focused on professional and organizational development for local community-based NGOs. Prior to his Peace Corps service, David worked as an environmental engineer and project manager at a global engineering consulting firm, CDM Smith, where he oversaw the development and use of hydraulic models evaluating water distribution and wastewater collection systems. He also served as Secretary of the Virginia State Committee of Water for People, an international development organization working in water and sanitation across the globe.

David received Bachelor of Science and Master of Engineering in Environmental Engineering from Old Dominion University in Norfolk, VA and a Master of Public Administration from George Mason University in Fairfax, VA.

Makara Rumley
Principal; Hummingbird

MaKara Rumley is the Principal at Hummingbird, a firm that specializes in crisis management, community outreach, and environmental consulting. She was formerly Senior Advisor at the EPA, Region 4, where she advised the Administrator on State, Local, and Community Engagement. MaKara uses her experience from being an environmental justice attorney and activist to ensure the EPA addressed the priorities of communities in their environmental engagement.

MaKara is a graduate of George Washington University Law School and received her undergraduate degree from Spelman College. She has clerked for a 6th Judicial Circuit Court Judge in Maryland and managed her own successful law practice. Her interest in the nexus between human rights and Mother Nature began early in her career during her work with Amnesty International and The National Geographic Society. She continues to be committed to the right of all people to live in an environment free from disproportionate health burdens created by pollution.

MaKara lives in Atlanta, GA, with her husband, three children, dog Snowflake, and cat Cat-e. In her free time, she enjoys spending time with her family, traveling, and crafting.
Capri St. Vil
Director of Education and Workforce Development; The Corps Network

Capri St. Vil is the Director of Education and Workforce Development at The Corps Network in DC, where she helps identify career pathways and postsecondary opportunities for Corpsmembers. She has worked on developing “Digital Badges” with Service Year Alliance to capture the learning and development from one’s term of service. She came to The Corps Network in 2012 to work on the Post-Secondary Success Education Initiative.

For four years, Capri was a Core Faculty member and then Director of Student Life and Disability Services at Antioch University Seattle. Prior to joining the Corps Network, she was in NYC where she developed an education program in the Bronx that served over 400 young people a year and worked primarily with foster care youth. Capri has over 25 years of experience in education in New York City, Seattle, and DC working in Adult Education and high school. She taught Media Studies/Cultural Studies for ten years at Seattle Central Community College, which is where she was also introduced to the concept of “Coordinated Studies/Learning Communities;” which is a collaborative interdisciplinary approach to higher education.

Capri has her BFA in Television Production and her MA in Educational Technology and Instructional Design from New York University.
PANEL DISCUSSION III - HIRING TRENDS: GETTING WIRED FOR BEING HIRED

Mary Wright
Senior Director for Demand Side Engagement and Analytics; Jobs for the Future

Mary V.L. Wright is Jobs for the Future’s Senior Director for Demand Side Engagement and Analytics. She helps low-skilled adults move into and through postsecondary education and on to careers that pay family-sustaining wages. Mary leads several JFF projects including one with the US Department of Education on how to better inform the field on the value of Employability Skills. In addition, she is JFF’s lead for the Job Driven Vocational Rehabilitation Technical Assistance Center.

Prior to joining JFF, Mary served as director at The Conference Board in New York City, driving its work in workforce readiness, business, and education partnerships. Ms. Wright co-authored or acted as project director on several key reports on workforce readiness skills including Are They Really Read to Work and The Ill-Prepared Workforce. Mary has an MBA in public/nonprofit management from Columbia University and a Bachelor’s degree in urban affairs from Connecticut College.

Bridget Burnell
Global Manager of Environmental Sustainability Initiatives, General Motors

Bridget Burnell is the Global Manager of Environmental Sustainability Initiatives at General Motors, leading a team of experts in renewable energy, biodiversity, waste reduction, recycling and environmental outreach. She manages programs that help employees leave a smaller footprint and share best practices. Bridget mobilizes a team working to achieve wildlife habitat certification at all GM facilities, expand beyond the 152 facilities that send zero waste to landfill, and make progress toward powering all GM facilities’ electricity needs with renewable energy by 2050. She leads GM’s Global Environmental Compliance and Sustainability student program, supporting recruitment and professional development.

Prior to her current role, Bridget was the senior environmental engineer for global environmental programs and served as an environmental engineer for GM facilities in Lansing, Grand Rapids and Saginaw, Michigan. Burnell earned a Master of Science in Leadership for leading sustainability from Walden University in Minneapolis and a Bachelor of Science in environmental policy and political science from Central Michigan University. She is a Certified Hazardous Materials Manager, Advanced Certified Sustainability Practitioner and Certified Storm Water Operator. Burnell is a member of the Suppliers Partnership for the Environment and Michigan Association of Hazardous Materials Professionals.
Michael Gale
Special Assistant; U.S. Fish and Wildlife Service

Michael Gale is a wildlife biologist living in Washington, D.C with over a decade of conservation experience. His professional interests are primarily in the human dimensions of wildlife conservation, particularly in the intersection of creativity, technology, writing and communications, and nature and biodiversity conservation.

Michael has worked in various roles for a number of organizations, including the National Geographic Society, Association of Zoos and Aquariums, International Fund for Animal Welfare, and the U.S. Fish and Wildlife Service (USFWS), where he has worked for over eight years. Currently, Michael is a Special Assistant for the USFWS working on priority natural resource issues—his biggest project is to support the agency’s effort to save the Monarch butterfly.

A Truman and Udall Scholar, Michael graduated Summa Cum Laude from the University of Florida with a B.S. in Zoology and minors in Wildlife Ecology & Conservation and Music Performance in Saxophone. Michael has a Masters of Public Administration (MPA) from the Maxwell School at Syracuse University.

CLOSING KEYNOTE

Na’Taki Osborne Jelks

Education and Advocacy Programs Manager; National Wildlife Federation

Na’Taki Osborne Jelks is the Manager for Education and Advocacy Programs and is responsible for building the capacity of individuals and community organizations to take personal and civic action to restore the communities in which they live, work, play, worship, and learn through NWF’s youth environmental education and leadership development program for teens of color (Earth Tomorrow) and through various adult civic engagement and advocacy initiatives. This work includes leading coalition building efforts to get kids connected to nature through policy and programmatic avenues, and engaging underrepresented communities in conservation efforts to combat global warming, restore habitat in Atlanta’s diminishing urban forest, create green jobs, and train the next generation of environmental leaders.

For her work on environmental justice issues, engaging diverse communities in conservation, and improving environmental quality and quality of life for low-income and communities of color in Atlanta, Na’Taki has been recognized by and received numerous awards from a diverse number of organizations and agencies including the Georgia House of Representatives, the Georgia Legislative Black Caucus, the Environmental Careers Organization, the Atlanta Chapter of the National Alumnae Association of Spelman College, the Turner Broadcasting Systems (TBS), and Former U.S. President, Bill Clinton. She has also received recognition from Redbook, Ebony, Uptown, the Atlanta Tribune, Atlanta CityMag, and Atlanta Woman magazines.

Na’Taki is an alumna of Spelman College. She earned her Master’s of Public Health in Environmental and Occupational Health from Emory University.
20 MILLION GLOBAL SUSTAINABILITY CAMPAIGN ANNOUNCEMENT

Meghan Fay Zahniser
Executive Director; AASHE

Meghan is the Executive Director for the Association for the Advancement of Sustainability in Higher Education (AASHE). She has been with AASHE for six years and previously held the positions of Director of Programs and STARS Program Manager. Previously, Meghan worked as Sustainability Specialist at NELSON, where she provided sustainability expertise and consulting services to various clients. She also spent over five years working at the U.S. Green Building Council where, as Manager of Community, she developed and managed a local chapter network for building industry professionals and helped create the Emerging Green Builders program that integrates students and young professionals into the green building movement. Meghan also worked as Environmental Educator for the University at Buffalo Green Office, organizing campus and community education focused on energy conservation, green building, and sustainable living. She holds a bachelor’s degree in Social Sciences, with concentrations in environmental studies and health & human services, from the University at Buffalo and a master’s degree in Organization Management and Development from Fielding Graduate Institute.

Michele Madia
Director of Education and Partnerships; Second Nature

Michele is the Director of Education and Partnerships at Second Nature, where she focuses on financing sustainability initiatives in higher education by working with colleges and universities, as well as with partner organizations and other stakeholders. Prior to coming on board at Second Nature, she was Director, Environmental Leadership at the National Association of College and University Business Officers (NACUBO), where she was responsible for the association’s portfolio of sustainability programs, products, and services.

In her role as liaison to the association’s Sustainability Advisory Panel, she elevated the issue of sustainability for NACUBO members by incorporating a variety of sustainability topics in the monthly Business Officer magazine; including a sustainability track in every annual meeting; presenting on the topic to the Board of Directors; educating meeting planning staff about adopting green meeting policies; and challenging NACUBO to become an association leader in sustainability. Working collaboratively with other higher education associations, she established, designed, and developed program content for the annual Smart and Sustainable Campuses Conference.

Michele graduated from Miami University with a B.A. in English Literature and Art History. She studied abroad at the John E. Dolibois European Center in Luxembourg and she received her M.A., Education Policy (Education Policy, Planning, and Administration) from the University of Maryland, College Park.
Jaime Van Mourik
Director of Higher Education; US Green Building Council

At the US Green Building Council, Jaime offers institutions guidance through the green building planning and implementation process and advises on how the LEED Green Building Rating System® can act as a framework for shaping sustainability initiatives in teaching, research and practice. Jaime oversaw the development of USGBC’s most comprehensive higher education strategy guide, Roadmap to a Green Campus and the creation of LEED Lab.

Prior to joining USGBC, Jaime worked as a project manager at GreenShape, a sustainable design consulting firm, assisting over 30 projects pursuing LEED certification, and from 2002-2007, Jaime worked at the National Building Museum managing educational programs about the built environment. Jaime has taught design to students of all ages including collegiate teaching positions at the Catholic University of America School of Architecture and Planning and Northern Virginia Community College. Jaime serves on the Smart & Sustainable Campuses Conference Program Committee; she was involved in 2005, 2007 and 2009 Solar Decathlons serving as a communications juror. Jaime is an Associate AIA member and LEED Accredited Professional. She holds a Bachelor of Architecture from Virginia Tech and a Master of Architectural History from the University of Virginia.

Julian Keniry
Senior Director, EcoLeaders and Higher Education; National Wildlife Federation

Julian Keniry strives to make education for sustainability a top priority while placing biodiversity at the center of all disciplines. With the National Wildlife Federation and partners, Julian has spearheaded such programs as Campus Ecology, the Greenforce Initiative, and EcoLeaders, as well as a project-based sustainability leadership credential for emerging leaders, twelve annual green campus innovation awards programs, a certificate of mastery for educators, national higher education sustainability report cards, a large case study database, and a fellowship program. She also advanced a national youth clean energy partnership and co-founded a campaign for 20 million global sustainability citizens.

Ecodemia: Campus Environmental Stewardship at the Turn of the 21st Century (1995), her first book, launched many subsequent resources and courses across the world. Most recently, she directed and co-authored the Greenprint: A Plan to Prepare Community College Students for Careers in the Clean Economy (2016). Julian earned undergraduate degrees in International Relations and German from Agnes Scott College and a Master’s degree in Environmental Science and Policy from Johns Hopkins University, and serves as a senior advisor to the American Association of Sustainability in Higher Education (AASHE) as well as on the board of the Institute for Conservation Leadership (ICL).
ONLINE SUSTAINABILITY SKILLS TUTORIAL

Julian Keniry
Senior Director, EcoLeaders and Higher Education; National Wildlife Federation

Julian Keniry strives to make education for sustainability a top priority while placing biodiversity at the center of all disciplines. With the National Wildlife Federation and partners, Julian has spearheaded such programs as Campus Ecology, the Greenforce Initiative, and EcoLeaders, as well as a project-based sustainability leadership credential for emerging leaders, twelve annual green campus innovation awards programs, a certificate of mastery for educators, national higher education sustainability report cards, a large case study database, and a fellowship program. She also advanced a national youth clean energy partnership and co-founded a campaign for 20 million global sustainability citizens.

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GREEN CAREER PATHWAY PLANNING WORKSHOP

David Corsar
Career Center Manager; National Wildlife Federation

David Corsar is the Career Center Manager for the National Wildlife Federation EcoLeaders program. NWF EcoLeaders is a robust career and leadership development program for college students and professionals all across the U.S. and beyond.

David completed a full 2-year Peace Corps service in the Republic of Armenia where he focused on professional and organizational development for local community-based NGOs. Prior to his Peace Corps service, David worked as an environmental engineer and project manager at a global engineering consulting firm, CDM Smith, where he oversaw the development and use of hydraulic models evaluating water distribution and wastewater collection systems. He also served as Secretary of the Virginia State Committee of Water for People. David received Bachelor of Science and Master of Engineering in Environmental Engineering from Old Dominion University in Norfolk, VA and a Master of Public Administration from George Mason University in Fairfax, VA.
EARNING YOUR NWF ECOLEADER CERTIFICATION

Courtney Cochran
EcoLeaders Community Manager; National Wildlife Federation

Courtney serves as Community Manager for NWF’s EcoLeader Initiative - an online leadership certification program with an online support community for emerging environmental leaders. Courtney graduated from Warren Wilson College in Asheville North Carolina with a BA in Political Science and an even deeper appreciation for the beautiful Swannanoa Valley and the power of community.

While at Warren Wilson, Courtney served for four years on the Environmental Leadership Center (ELC) work crew in the role of Publications Assistant. Based largely on her work at the ELC Courtney received the Upper French Broad River Defense Association Outstanding Achievement Award as well as the Roosevelt-Ashe Society Award for Outstanding Youth in Conservation. In her free time, Courtney enjoys long hikes and live music.

Kristy Jones
Senior Manager, EcoLeaders and Campus Ecology; National Wildlife Federation

Kristy manages campus team memberships, resources such as web conferences and sustainability fellowships, internships, key partnerships, and has co-authored Higher Education in a Warming World – The Business Case for Climate Leadership on Campus.

Before joining NWF, Kristy worked at the Foundation for Environmental Security and Sustainability as an office/research coordinator. Kristy also spent six years working for the Center for Field Studies at George Mason University (GMU). One of her largest projects at GMU was managing The Bahamas Environmental Research Center on Andros Island. Kristy has led several field studies to The Bahamas and Costa Rica. She has a B.A. in Anthropology and master's in Environmental Studies. Kristy is a LEED Green Associate.
NETWORKING SESSIONS

Eriqah Vincent
National EcoLeader Coordinator; National Wildlife Federation

As National EcoLeader Coordinator for the National Wildlife Federation’s EcoLeaders Program, Eriqah R. K. Vincent manages the program’s recruitment and oversees leadership development initiatives within this community of youth conservation and environmental leaders. She also works to strengthen local and regional networks of campuses, such as the Georgia Campus Sustainability Network, committed to sustainability by organizing educational events.

Eriqah is a 2010 departmental honors graduate of Spelman College with a bachelor’s degree in Comparative Women’s Studies. Her main personal and professional passion is to provide resources and in depth student environmental leadership development to Historically Black Colleges and Universities, like her beloved alma mater, in an effort to advance minority presence in this movement.

Eriqah has worked extensively with the Let’s Retrofit a Million Project (formerly Let’s Raise a Million), and was the Georgia Coal Diversity Organizer intern for the Southern Alliance for Clean Energy (SACE). She is currently a member of the Diverse Environmental Leaders (DEL) National Speakers Bureau and was just appointed to the newly established Youth Perspective Climate Justice Work Group with the Environmental Protection Agency, a subset of EPA’s longstanding National Environmental Justice Advisory Council. Eriqah plans to start her master’s program soon to obtain an MPA in Nonprofit Management.
Contact Information

NATIONAL WILDLIFE FEDERATION
ECOLEADERS

111000 WILDLIFE CENTER DRIVE
RESTON, VA 20190
(703) 438-6322

ECOLEADERS@NWF.ORG
WWW.NWFECOLEADERS.ORG
Attachments
"WHAT IS ESLI?" BROCHURE
What is Eco-Schools Leadership Initiative?

Eco-Schools Leadership Initiative (ESLI) is a youth-driven program in which high school and college students use games and activities to teach elementary school students about an environmental topic. ESLI’s mission is to create a network of young people who are passionate about environmental education. With chapters throughout Virginia, we have been able to educate over 325 kids. Learn more on our website [eslileaders.org](http://eslileaders.org) or send us an email at [ecoschoolleaders@gmail.com](mailto:ecoschoolleaders@gmail.com).
GENERAL MOTORS “10 THINGS TO KNOW ABOUT GM’S SUSTAINABILITY APPROACH” BROCHURE
10 Things to Know about GM’s Sustainability Approach

We’re committed to building stronger communities and a better world through improved mobility.

1. **Cleaner vehicles:** Mary Barra and 12 other automotive CEOs – convened through the World Economic Forum – committed to the vision of decarbonizing automotive transport. We view connectivity, car- and ride-sharing, and electric and autonomous vehicles as key elements toward a more sustainable future.

2. **Climate:** We believe there’s economic value in addressing climate change. We’re the only automaker to sign the Ceres Business for Innovative Climate & Energy Policy Climate Declaration and one of the first 13 companies to sign the White House Climate Pledge.

3. **Energy:** We are an energy efficiency leader. We lead all companies in the EPA’s ENERGY STAR Challenge for Industry to cut energy use.

4. **Renewables:** We committed to generate or source all electrical power for our 350 operations in 59 countries with 100% renewable energy by 2050. These efforts save us $5 million a year.

5. **Zero waste:** We aspire to achieve zero-waste manufacturing and now have an industry-leading 152 landfill-free facilities that recycle, reuse or convert to energy all their waste from daily operations.

6. **Recycling:** If you put all the material we recycle in one year in the beds of extended cab Chevrolet Silverados and parked them end-to-end, they would stretch around the world.

7. **Wildlife habitats:** We use our lands to help halt biodiversity loss. We are halfway toward our goal to earn wildlife habitat certification at all of our manufacturing sites by 2020, leading the auto industry.

8. **Volunteerism:** Thousands of GM volunteers across the globe participate in impactful projects mentoring youth, conducting food drives, assisting with the disaster relief efforts and more.

9. **Giving:** Our global social impact strategy promotes economic growth around the world. We seek to advance STEM education, improve vehicle and road safety, and build sustainable communities.

10. **Collaboration:** We collaborate with unlikely partners, including our own competitors and non-governmental organizations to create a greener economy and conserve vital resources. We seek solutions to systemic challenges that will better our cities and world.

Resources:
- Learn more at GM.green and sign up for updates.
- View our sustainability report at GMsustainability.com.
- Subscribe to our monthly corporate responsibility newsletter.
GENERAL MOTORS “CARS ARE OUR BUSINESS, BUT THE ENVIRONMENT IS OUR CAUSE” BROCHURE
DRIVEN TO INNOVATE

It’s an exciting time to work for the automotive industry. We are busy reinventing the automobile and you have the opportunity to influence this transformation.

We’re restructuring our entire portfolio to maximize efficiencies. Think smaller, cleaner, more efficient engines that don’t sacrifice performance. Lighter vehicles with aerodynamics that let you cut through the wind on a winding country road. And the ability to fuel up on gas, diesel, biofuels and electricity.

Equipped with more clean-energy patents than any other U.S. company, we’re reinventing automotive DNA.

We’re also providing customers the connectivity they want in their vehicles while helping improve safety, relieve congestion, charge up on renewable energy and increase fuel efficiency.

WE CAN’T DO IT ALONE

Industry transformation will not come from one company’s actions alone. We collaborate with unlikely partners, including our own competitors and such non-governmental organizations as the Union of Concerned Scientists and World Wildlife Fund to create a greener economy and conserve vital resources.

This mindset of collaboration extends to improving the communities in which we work and live. After all, our customers not only care about how we build our vehicles, but how we engage with the world around us.

We take our environmental leadership seriously in terms of helping others and sharing what we’ve learned. You’ll have the chance to mentor students of all ages on watershed education and give back through organized community outreach efforts throughout the year.

When you work for GM, you become part of a network that thrives on innovation, collaboration and partnership.

Given our scale, global footprint and some of the brightest minds in sustainability influencing our business decisions, GM is making real progress in tackling the world’s most challenging environmental issues. Do you share our values? Help transform transportation around the world. JOIN US.

CARS ARE OUR BUSINESS, BUT THE ENVIRONMENT IS OUR CAUSE.

TRANSFORMING TRANSPORTATION

We are on a mission to make our industry more sustainable, from the vehicles we drive to the facilities that make them.

Our efforts to deliver efficient transportation, conserve resources, address climate change and positively impact our communities strengthen our business and give us pride in our work.

Take part in this movement. Join us as we transform the auto industry and mobility as we know it.

careers.gm.com
THE BUSINESS CASE FOR ZERO WASTE

Efficient transportation goes hand in hand with efficient manufacturing.

To us, waste is simply a resource out of place. We reuse and recycle more waste from our facilities than any other automaker. We have 130 landfill-free facilities around the world that send zero waste to landfills—about ¾ of which are manufacturing plants.

FUN FACT: When you take your trash to the curb each week, you’re putting more trash to landfill than all of these operations combined.

This all contributes to our bottom line. The money we generate from our recycling—about $1 billion a year—goes right back into clean-energy technologies and product innovation so that we continue the momentum.

BRIGHT IDEAS TO ADDRESS CLIMATE CHANGE

We stand out by taking a stand on climate. When we conserve energy and use renewable energy, we save money. When we provide more efficient vehicles, our customers save money. All of these are good for the environment and provide business value. More importantly, they reduce the greenhouse gas effects that impact climate change.

We’re looking for people who understand these same priorities and want to help us drive even greater progress.

Did you know we are one of the largest commercial solar users in the U.S.? We are an industry leader in terms of reducing the amount of energy we consume, therefore reducing our overall carbon impact.

For four years, we’ve taken home EPA’s most coveted award for corporate energy management, the EPA ENERGY STAR® Partner of the Year.

73 of our manufacturing plants globally have received recognition for their continued energy efficiency—more than any other company in the world.

WILDLIFE: IT’S IN OUR NATURE

The colorful native flowers and wildlife outside our office windows are another way we lead. GM has more habitat programs certified by the Wildlife Habitat Council than any other automaker.

Overall, we maintain 5,000 acres of such habitat. These areas are maintained and enjoyed by our employees, and used throughout the year for youth education and community outreach.

We build vehicles and biodiversity. Our habitats provide food, water, cover and space for common species from pollinators to foxes, and help create corridors for migratory birds to rest as they fly to their winter homes.

Some of our employees have even caught a glimpse of threatened species such as the Eastern Fox Snake or the endangered Peregrine Falcon.

*Renaissance Center urban garden utilizes shipping crates repurposed as raised garden beds.

*Landfill-free facilities number continually growing.
“2014 FINDING AND APPLYING FOR FEDERAL SERVICE OPPORTUNITIES” BROCHURE
Finding and Applying for Federal Service Opportunities

Updated: October 2014
Agenda

Why Federal Opportunities?
• A Job for Every Interest
• Benefits of Government Service
• Where the Jobs Are

Find the Right Fit
• Do Your Homework
• Web Resources
• Student Programs

How to Apply
• Search for Positions
• Build Your Federal Resume
• Assessments
Partnership Overview

The Partnership for Public Service is a nonprofit, nonpartisan organization that works to revitalize our federal government by inspiring a new generation to serve and by transforming the way government works.
Partnership & Call to Serve

- The Partnership for Public Service is a nonprofit, nonpartisan organization that works to revitalize our federal government by inspiring a new generation to serve and by transforming the way government works.

- Call to Serve is a joint effort of the Partnership and the Office of Personnel Management that is committed to reestablishing links between college campuses and federal agencies, and educating students about federal employment opportunities.

- Find out more at calltoserve.org
Real Federal Employees

Saskia van Gendt
Environmental Protection Agency, Region IX

Andrew Rabens
Department of State, Bureau of Near East Affairs

Visit servicetoamericamedals.com for additional federal employee profiles!
Why Federal Government?

• Make an impact in a big way!
• Great benefits
  • Work/life balance: flexible schedules and vacation
  • Possible student loan repayment assistance
  • Complete health and retirement benefits package
• High levels of responsibility
• Valuable work experience
• Training and professional development
Pay and Benefits

General Schedule (GS) is the pay scale for most federal jobs

- Grades 1-15
  - 10 steps within each grade
- Locality Pay - pay varies by geographic location
- Some occupations have separate scales (i.e. IT, engineering)
- Move up several grades within a few years
  - For example: GS-7, Step 1: $33,979/Step 10: $44,176
# General Schedule (GS) Grade Criteria

<table>
<thead>
<tr>
<th>Grade</th>
<th>Qualifying Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS-4</td>
<td>Associate’s degree</td>
</tr>
<tr>
<td>GS-5</td>
<td>Four academic years above high school leading to a bachelor’s degree OR a bachelor’s degree</td>
</tr>
</tbody>
</table>
| GS-7  | Bachelor’s degree with one of the following:  
|       | • Class standing (upper third of class)  
|       | • 3.0 or higher GPA; 3.5 or higher GPA in major  
|       | • Honor society membership |
| GS-9  | Master’s degree (or equivalent) |
| GS-11 | Doctorate degree |

GS-5 and GS-7 are considered “entry level”
## Pay and Benefits

<table>
<thead>
<tr>
<th>City</th>
<th>GS-5</th>
<th>GS-7</th>
<th>GS-9</th>
<th>GS-11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlanta</td>
<td>$33,049</td>
<td>$40,939</td>
<td>$50,077</td>
<td>$60,587</td>
</tr>
<tr>
<td>Chicago</td>
<td>$34,659</td>
<td>$42,933</td>
<td>$52,516</td>
<td>$63,538</td>
</tr>
<tr>
<td>Dallas</td>
<td>$33,432</td>
<td>$41,413</td>
<td>$50,656</td>
<td>$61,288</td>
</tr>
<tr>
<td>New York City</td>
<td>$35,662</td>
<td>$44,175</td>
<td>$54,035</td>
<td>$65,377</td>
</tr>
<tr>
<td>San Francisco</td>
<td>$37,443</td>
<td>$46,382</td>
<td>$56,735</td>
<td>$68,643</td>
</tr>
<tr>
<td>Washington, D.C.</td>
<td>$34,415</td>
<td>$42,631</td>
<td>$52,146</td>
<td>$63,091</td>
</tr>
</tbody>
</table>

Assist Students in Finding the Right Fit

• By Location
• By Career
• By Agency
• By Position
Find the Right Fit: By Location
In 2013, 42,910 individuals were hired into permanent, full-time occupations in the federal government at the entry-level (GS-4 to GS-11). The Majors most likely to list the federal government as their ideal career are Political Science or History (26.8%), Environmental Science (14.5%), and Foreign Language (13.7%).

<table>
<thead>
<tr>
<th>Occupation</th>
<th># Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical and Public Health</td>
<td>11,724</td>
</tr>
<tr>
<td>Administration</td>
<td>6,596</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>4,343</td>
</tr>
<tr>
<td>Business and Finance</td>
<td>4,277</td>
</tr>
<tr>
<td>Investigation and Inspection</td>
<td>2,899</td>
</tr>
<tr>
<td>Social Sciences and Psychology</td>
<td>2,549</td>
</tr>
<tr>
<td>Legal</td>
<td>1,798</td>
</tr>
<tr>
<td>Engineering and Architecture</td>
<td>1,794</td>
</tr>
<tr>
<td>Personnel Management</td>
<td>1,305</td>
</tr>
<tr>
<td>Information Technology</td>
<td>1,137</td>
</tr>
<tr>
<td>Physical and Biological Sciences</td>
<td>891</td>
</tr>
</tbody>
</table>

Source: fedscope.opm.gov
Find the Right Fit: By Career

Mission Critical Positions

• Science
• Technology
• Engineering
• Math
• Medical
Web Resources

• Career Guides  

• Go Government also information about finding and applying for federal jobs and internships. On this site you will find a step by step guide to the application process, occupation guides telling you which agencies have people with your background and in what positions, and profiles of young feds.

• Best Places to work in the Federal Government  

• USAJobs  [https://www.usajobs.gov/](https://www.usajobs.gov/)
  • Federal Occupations by College Major
  • A – Z List of Federal Agencies
Advising Resource: Career Guides
Advising Resource: GoGovernment.org
Advising Resource: USAJOBS.gov

Welcome Students and Recent Graduates

Under President Obama’s leadership, the Federal Government has taken steps to help students and recent graduates join the Federal service. New opportunities will appear on USAJOBS as agencies post them. We encourage you to visit this site periodically, or set up a saved search.
Federal Occupations by College Major

To help narrow your Federal job search, below is a list of academic majors and some Federal occupations directly related to those majors. Occupations with an asterisk (*) require an academic degree or coursework in a particular area of study for entry into the occupation. For other occupations, experience or a combination of related coursework and experience may be substituted for a degree. The academic majors and occupations listed are not all-inclusive.

You may begin your Federal job search on USAJOBS by searching using the four-digit Series number of the Federal occupation listed under the major. When you find a Job Opportunity Announcement (a.k.a. job posting) that interests you, pay close attention to all sections of the announcement, especially: Who May Be Considered; Qualifications and Evaluations; and How to Apply so you will know the specific requirements you must meet.

Download the PDF file

Contents [hide]
1 A - Ast
2 Atm - Clv
3 Com - Ear
4 Eco - Epi
5 FI - Il
6 Ind - Lan
7 Le - Me
8 Nu - Psychod
9 Psychol - Tel
10 Tex - Zoo
Find the Right Fit: By Agency
Find the Right Fit: By Agency

Independent Agencies and Government Corporations
Advising Resource: USA.gov
Advising Resource: Best Places to Work

The Best Places to Work in the Federal Government® 2013 Rankings

Best Places to Work Agency Index Scores

The Best Places to Work Index score measures the overall performance of agencies and agency subcomponents related to employee satisfaction and commitment.

How we calculate the index score

<table>
<thead>
<tr>
<th>Rank</th>
<th>Agency</th>
<th>2013</th>
<th>2012</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>National Aeronautics and Space Administration</td>
<td>74.0</td>
<td>72.6</td>
<td>1.20</td>
</tr>
<tr>
<td>2</td>
<td>Department of Commerce</td>
<td>67.6</td>
<td>67.9</td>
<td>-0.30</td>
</tr>
<tr>
<td>3</td>
<td>Intelligence Community</td>
<td>67.3</td>
<td>70.8</td>
<td>-3.50</td>
</tr>
<tr>
<td>4</td>
<td>Department of State</td>
<td>65.6</td>
<td>65.2</td>
<td>-0.40</td>
</tr>
<tr>
<td>5</td>
<td>Department of Justice</td>
<td>63.5</td>
<td>63.5</td>
<td>0.00</td>
</tr>
<tr>
<td>6</td>
<td>Social Security Administration</td>
<td>63.0</td>
<td>65.4</td>
<td>-2.40</td>
</tr>
<tr>
<td>7</td>
<td>Department of Health and Human Services</td>
<td>61.9</td>
<td>63.3</td>
<td>-1.40</td>
</tr>
<tr>
<td>8</td>
<td>Department of Transportation</td>
<td>60.9</td>
<td>63.0</td>
<td>-2.10</td>
</tr>
<tr>
<td>9</td>
<td>Department of the Treasury</td>
<td>59.5</td>
<td>66.1</td>
<td>-6.60</td>
</tr>
</tbody>
</table>
Advising Resource: Agency Websites

About FDA

Jobs at the Center for Drug Evaluation and Research (CDER)
You Can Make a Difference

At the Center for Drug Evaluation and Research (CDER), you can make a difference in protecting the health of the American people. We have an ongoing need for qualified individuals with backgrounds in health-related sciences, health policy, and information technology. Become a part of the Department that touches the lives of every American. At the Department of Health and Human Services, you can give back to your community, state, and country by making a difference in the lives of Americans everywhere. Join FDA and help to make our world healthier, safer, and better for all Americans.

- Mission and Activities of CDER
- Executive Positions at CDER
- Careers at CDER
- Salary
- Benefits

Resources for You

Applying for a job at CDER through USAJOBS

Apply to your Federal Job Online
Create your own account at USAJOBS. This service is designed to assist you with your job search.

- View Current FDA Center for Drug Evaluation and Research Job Openings at USAJOBS. Follow this link for instructions on creating and using a USAJOBS account to find jobs at FDA.
- Post your resume online
- Apply for Federal Government Jobs
- Receive automated Job Alerts.

Helpful links: When on the USAJOBS website if you are not using the link above for CDER positions.

[Image of FDA website]

[Image of American flag]
Find the Right Fit: Pathways Programs

The Pathways Programs are designed to “offer students and recent graduates more uniform and transparent pathways to public service” and “improve recruiting and provide for training, mentoring, and career development opportunities.”

www.opm.gov/hiringreform/pathways
Find the Right Fit: Pathways Programs

Internship Program:
• Paid opportunities while still in school
• Agencies may convert eligible participants to full-time employment after successful program completion

Recent Graduate Program:
• One-year career development program
• Participants will be hired in cohorts aligned with academic calendars
• Apply within two years of receiving degree

Presidential Management Fellows Program:
• Two-year leadership development program
• Open to advanced degree candidates within two years of graduation
• Refer students to www.pmf.gov and Facebook page
Internship Program

What:
- Paid opportunities to intern at federal agencies and explore different career paths
- Eligible for conversion to full-time employment upon successful completion of the program (640/320 hours of work)

Who:
- Current students in qualifying educational institutions and programs

More Information:
- Volunteer positions are still available at many federal agencies
Recent Graduates Program

What:

• Dynamic developmental program
  • Participants go to an orientation, receive 40 hours of T&D, complete an Individual Development Plan (IDP) and are assigned a mentor!
  • Eligible for conversion to full-time employment upon successful completion of the program

Who:

• Individuals with undergraduate or graduate degrees from qualifying educational institutions or programs

More Information:

• Candidates must apply within two years of degree or certificate program
• Eligible veterans have six years to apply after completing their education
Presidential Management Fellows Program

• What:
  • Government’s most prestigious fellowship program
  • 2-year leadership development program
    • Participants go to an orientation, receive 80 hours of T&D, complete an IDP, are assigned a mentor and have at least one rotational or developmental assignment!

• Who:
  • Individuals with qualifying advanced degrees

• More Information:
  • Applications for the Class of 2015 are open from October 1–15, 2014
  • Candidates can apply during their final year as well as within two years of advanced degree completion
  • Learn more at www.pmf.gov
Top Advice for Current Students

• Begin looking/planning as soon as possible
• Summer deadlines:
  • Early fall for top security agencies
  • January/February for most other agencies
• Each agency will have a distinct process
• Do your research!
Five Steps To Apply for a Federal Job

1. Search for positions
2. Create your federal resume
3. Complete application questionnaires
4. Submit your complete application
5. Follow through with the agency
Review: Where to Find Job Announcements

- USAJOBS.gov
- Agency websites
- Career development centers
- Career fairs
- Social media
- Personal networks
Advising Resource: USAJOBS.gov
USAJOBS Top Tips

Management and Program Analyst/Mgmt Analyst/Prog Analyst
- Before self, and excellence in all we do. This announcement may be used to fill Management and Program Analyst, Management Analyst, or Program Analyst positions. These positions are being filled under Expedited Hiring Authority for Acquisition Positions.
- Air Force Personnel Center
- Location: Montgomery, Alabama
- Salary: $60,274.00 to $99,450.00 / Per Year
- Open Period: Sunday, February 28, 2010 to Saturday, December 31, 2011

Contact Price/Cost Analyst
- As a contract price/cost analyst, in a procurement office with responsibility for evaluating contractor's proposed prices.
- Army Contracting Agency
- Location: AL - Huntsville
- Salary: $89,930.00 to $90,907.00 / Per Year
- Open Period: Friday, July 01, 2011 to Friday, September 30, 2011

Management Analyst
- As a Management Analyst, an exceptionally well-qualified and experienced Management Analyst, the Rules Committee Support Office, which operates underpayments to vendors. In summary, the duties of the Management Analyst include but are not limited to the following: Helping coordinate...
USAJOBS Top Tips

Create A New Saved Search

**PLEASE NOTE:** Fields with an asterisk (*) are required fields.

**Keyword Search**
(e.g.: Job Title, Agency Name, Job Announcement #, Control #)

**Title Search**

**Series Number Search**
Please enter all 4 digits when typing the Series Number. To search an entire occupation group, enter only the first two digits (e.g. 08 for engineers).

**Location Search**

Show locations for this region: United States

Choose State: United States, Alabama, Alaska, American Samoa, Arizona, Arkansas, California

Then Locale(s):

Click buttons to add/remove...
<table>
<thead>
<tr>
<th>Job Series Code</th>
<th>Occupational Group</th>
<th>Job Series Code</th>
<th>Occupational Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>0100</td>
<td>Social Sciences &amp; Psychology</td>
<td>1300</td>
<td>Physical Sciences</td>
</tr>
<tr>
<td>0200</td>
<td>Human Resources Mgmt</td>
<td>1400</td>
<td>Library &amp; Archives</td>
</tr>
<tr>
<td>0300</td>
<td>General Administrative</td>
<td>1500</td>
<td>Math &amp; Statistics</td>
</tr>
<tr>
<td>0400</td>
<td>Natural Resources &amp; Biology</td>
<td>1600</td>
<td>Equipment, Facilities &amp; Services</td>
</tr>
<tr>
<td>0500</td>
<td>Accounting &amp; Budget</td>
<td>1700</td>
<td>Education</td>
</tr>
<tr>
<td>0600</td>
<td>Medical, Hospital &amp; Public Health</td>
<td>1800</td>
<td>Investigation, Enforcement &amp; Compliance</td>
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<tr>
<td>0800</td>
<td>Engineering &amp; Architecture</td>
<td>1900</td>
<td>Quality Assurance &amp; Inspection</td>
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<td>2000</td>
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<td>2100</td>
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<td>2200</td>
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<td>1200</td>
<td>Copyright, Patent &amp; Trademark</td>
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How to Read a Job Announcement

Critical Components: Review these carefully!

• Qualifications
• Overview
• How to Apply
How to Read a Job Announcement

QUALIFICATIONS REQUIRED:

GS-05: You qualify at the GS-05 level if you possess three years of progressively responsible experience including the ability to analyze problems to identify significant factors, gather pertinent data, and recognize solutions, plan and organize work, and communicate effectively orally and in writing. Experience may have been gained in administrative, professional, technical, investigative, or other responsible work. Experience in substantive and relevant secretarial, clerical, or other responsible work may be qualifying if it provides evidence of the skills necessary to perform the duties of the position. Experience of general clerical nature (typing, filing, routine procedural processing, maintaining records, or other non-specialized tasks) is not creditable.

GS-07: You qualify at the GS-07 level if you possess one year of specialized experience including performing developmental assignments under the close guidance of a higher level specialist that provided exposure to a wide variety of management and administrative methods and techniques such as updating budget data on spreadsheets; compiling data for budget requests; preparing requests for personnel action; providing orientation to new employees; coordinating office moves and telephone service requirements; monitoring usage of government motor vehicles; collecting and analyzing information related to workflow, office procedures and control systems in support of program evaluations; and responding to routine questions concerning administrative procedures and requirements.

You must:
Meet all qualification requirements, including education and any selective placement factors at the time of application. Qualifications claims will be subject to verification which could occur at any stage of the application process.
Submit your resume, your online questionnaire, and any supporting documents by 11:59 p.m. Eastern Standard Time on the closing date of this announcement.

Experience and education qualifications for this position are in the Office of Personnel Management’s Operating Manual. Please click on the link below for the Qualification Standards.

How to Read a Job Announcement

HOW TO APPLY:

Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" section below for additional information.

You are not required to submit official documentation as part of your application package; an unofficial version will be accepted during the application process. However, if selected, you must provide the required official documentation prior to appointment. If any part of your application is not received, it will be evaluated solely on the information available.

If you are unable to upload your information, you may fax it in. Please complete the cover page located at http://staffing.opm.gov/pdf/usascover.pdf using the vacancy LN 453467. Please provide your SSN, name, and address using the exact name you used when you filled out the questionnaire. The fax number is 1-478-757-3144. If you previously uploaded documents into Application Manager, you do not need to fax those same documents.

Applications and supporting documentation will not be accepted by mail or email. The address below is for inquiries only. If you are unable to apply on-line, please contact the Human Resources Specialist listed at the end of this vacancy announcement at least one day prior to the closing date for further instructions. You may apply more than once, but the most recent application is the only one that will be used.

REQUIRED DOCUMENTS:

- Resume: A resume is required and must be in English. It must contain your full name, address, phone number, the last four digits of your Social Security Number, a detailed description of your duties and the dates you performed them (MM/DD/YY), as well as your work schedule and salary.
- Transcripts are required if basing any part of your qualifications on education. Education must be
USAJOBS Top Tips: Summary

- Use key search terms
- Refine your search by location, position and agency
- Save your searches to save time!
- Review the job announcement carefully
Build a Federal Resume

- What is the difference between a federal resume and a traditional resume?
  - Length
  - Level of detail
  - Required information

- Create an account on USAJOBS.gov
  - Build and store up to 5 federal resumes
  - Upload your non-federal resume
Build a Federal Resume

Federal resumes can range in length: from 1 to 5 pages for entry-level applicants!
Building a Federal Resume
Build a Federal Resume: Tips

Tailor resumes using the job announcement
• Focus on the “duties” section
• Customize your résumé using key words and phrases

Expand on your experience
• Include additional details to demonstrate your qualifications for the job
• Consider volunteer work, awards, and affiliations

Make a master resume
• Then alter for specific positions and remove information that doesn’t apply to a specific position
Selection Tools

- Resumes
- Questionnaires
- Essays
- Cover letters
- Supplemental Materials
Selection Tools: Questionnaires

**Length:** 15-100+ questions

**Type:** Varies and can include yes/no questions as well as those meant to determine your level of experience in different areas

**Additional Information:** Don’t forget about transferrable skills. Don’t sell yourself short!

9. The number of civic or social organizations (which have regular meetings and a defined membership) that I belong to is:
   A. none
   B. 1
   C. 2 or 3
   D. 4 to 6
   E. 7 or more

10. In organizations to which I belong, my participation is best described as:
    A. do not belong to any organizations
    B. not very active
    C. a regular member but not an office holder
    D. have held at least one important office
    E. have held several important offices

11. My previous supervisors (or teachers if not previously employed) would most likely describe my basic math skills as:
    A. superior
    B. above average
    C. average
    D. below average
    E. do not know

*TIP: Preview questions using a link found in the job opportunity announcement.*
Selection Tools: Application Essays

What: Previously known as ‘Knowledge, Skills and Abilities’
When: NOT required in initial application
Length: ½ page to a full-page in length
Tips: Address key words and phrases mentioned in the position description, use rich and substantive examples & tie your personal experiences to each essay

Qualifications and Evaluations
QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS, AND ABILITIES:

Academic Background
Knowledge of economics principles, theories, concepts, quantitative methods, and data analysis techniques.
Ability and willingness to work in a developing country with limited modern conveniences.
Ability to communicate effectively other than in writing.
Ability to write persuasively and effectively in English.
Ability to work in teams and achieve results.
Selection Tools: Cover Letters

- Address key words and phrases mentioned in the position description
  - Organize your experiences by skill set!
- Use rich and substantive examples
- Focus on outcomes to which you directly contributed
- Avoid acronyms (e.g. SMART club)
Selection Tools: Supplemental Materials

- Transcripts
- Writing Samples
- References
- Eligibility information
  - Past or current federal employment
  - Veteran qualifications
  - Disability status
  - Non-competitive appointment (Peace Corps & AmeriCorps Vista)
Additional Preferences Given to Applicants

- Veterans’ Preference
- Persons with Disabilities
- Americorps Vista
- Returning Peace Corps Volunteers
- Past or Current Federal Employees
- Temporary / Term Positions
Submit Your Application

Submit your application online
  • USAJOBS
  • Individual agency websites
  • External hiring systems

Apply in advance of deadline

Call HR contact with clarifying questions
Track Your Application

The agency will evaluate your application will notify you at 4 points in the process:

• When your application is received
• If you meet basic qualifications
• When your application is referred to the selecting official
• If you are offered the position

Track your application using USAJOBS

Remember: Agencies receive a high volume of applicants!

For more information see www.opm.gov/hiringreform
Follow Up with the Agency

Why would you want to follow up?
• Confirm receipt of application
• Submit additional information or documentation

Tips:
• Call with a specific question and purpose
• Wait 2-3 weeks…
• Reference the announcement number
• Be considerate of their time!

TIP: You can find a contact and phone number listed in the job announcement!
Interviews: How to Prepare

Ask questions about logistics
- Date, time, location and what to bring
- Interview format (one-on-one, panel, virtual, etc.) and name(s) of interviews
- Security requirements for building entrance

Prepare your answers
- Experiences with a problem, action, and result (PAR)
- Back up your resume
- What you DON’T say may be counted against you!
Interview Tips

• Do your homework
• Prepare answers to common questions in advance
• Have questions ready to ask interviewers
• Dress the part
• Arrive early
• Demonstrate your passion for public service!
Security Clearances

Background Checks

- Individual’s criminal and credit histories
- About 90% of background investigations are undertaken by the Office of Personnel Management

Security Clearances

- More extensive investigation to discover applicant’s character and behavior patterns
- The agency’s decision of whether to grant clearance is based on the investigation
Security Clearances: Three Types

1. Non-sensitive (criminal background and credit check)
2. Public Trust (low-risk, moderate-risk, high-risk)
3. National Security
   - Confidential
   - Secret
   - Top Secret
   - Sensitive Compartmented Information (SCI)

Prepare Now
- Begin gathering relevant information now
- You will need to complete the non-sensitive (SF-85) or national security (SF-86) clearance forms
- Be smart and curb your bad habits now
- Stay out of debt or diligently repay it
Be completely honest!
Security Clearances: How to Prepare

• Begin gathering relevant information now
  • You will need to complete the non-sensitive (SF-85) or national security (SF-86) clearance forms

• Be smart and curb your bad habits now

• Stay out of debt or diligently repay it

• Be completely honest!

• Prepare Now

TIP: You can view the SF-85 and SF-86 forms on USAJOBS!
Wrap-up

• Find the Right Fit for You!
• Be Patient
• Make a Difference
Questions?
PARTNERSHIP FOR PUBLIC SERVICE

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