

**Agency/Region Name**

Street Address to Mail info

City, ST Zip Code

**Contact**: Phone number to person advertising the job

U.S. Department of Interior

**Bureau of Indian Affairs**[Facebook.com/BIAFWFM/](http://www.facebook.com/BIAFWFM/)

[www.bia.gov/nifc/](http://www.bia.gov/nifc/) (if agency has a local Facebook page, insert url)

TYPE OF POSITION

OUTREACH NOTICE

**Title of Position**

**GS-series-grades**

**Apply By: Closing Date of Announcement**

**url to usajobs’s announcement**

The Bureau of Indian Affairs, xx Office, is advertising a (name of position / detail being advertised), located at the XX Agency building in (City, ST).

**Duties of this position include:** This position provides (use complete sentences to describe a few key duties identified in the usajob announcement, under “Duties”).

The position holds several responsibilities, including (use the “Specialized Experience” section of the job announcement to highlight what they will be responsible for performing in their job).

**About the XX Office:** The XX Office is responsible for protecting xx trust acres on behalf of x tribes. Staff works with tribal governments to effectively manage and protect the Trust Resources, enhancing the quality of life and supporting Tribal Sovereignty, while actively promoting Self-Determination, and Economic Development opportunities.

Use this paragraph to highlight key aspects of the program the job is being advertised for. Be sure to include information that makes the program unique from others. Program size, # of people involved, #type of resources available at the unit, are all details that help a person understand more about the position they will be applying for.

**About City, ST** Use this space to describe the area and opportunities that would make working here enjoyable for an employee. Identify recreational opportunities, school choices, medical facilities, outlets for shopping, cultural experiences, the people… This area should help get an applicant interested in coming to the area to live and work.

**Questions Related to this Position: (**Contact name and phone number of the person advertising the job.) This is not an HR person. It’s the one who knows and understand the job position and requirements best. This person gives them the heads up on what the job really is about. The HR contact is for assistance with HR questions about hiring and application requirements.

If space allows, include a picture of the area or someone performing job duties. Entire length of announcement should not exceed one page.