

Opportunity Title: Environmental Policy Support
Opportunity Reference Code: EPA-NSSC-0002-9

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-NSSC-0002-9

How to Apply Click [HERE](#) to Apply

Description The EPA National Student Services Contract has an immediate opening for a full time Environmental Policy Support position with the Office of Research and Development at the EPA facility in Washington, DC.

The Office of Research and Development (ORD) at the EPA supports high-quality research to improve the scientific basis for decisions on national environmental issues and help EPA achieve its environmental goals. Research is conducted in a broad range of environmental areas by scientists in EPA laboratories and at universities across the country.

What the EPA project is about

The Office of Science Advisor, Policy and Engagement (OSAPE) is responsible for the Agency's official Scientific Integrity policy and human subject research review, as well as overseeing and managing: intra-agency science coordination, the Action Development Process leadership, the Regional Science Program, Tribal Science, External Advisory Boards, and EPA extramural research support and partnerships (including research grants and partnerships, challenges, and prizes). Within OSAPE, the Extramural Research and Partnerships Division (ERPD) provides leadership for and coordination of ORD's extramural research grants and partnerships with EPA's programs and regions, tribes, other federal agencies, and key external stakeholders.

What experience and skills will you gain?

As a team member, you will assist the Director and Deputy Director of OSAPE with analytical and administrative duties required to support and maintain a robust program, including the administration, management, and communication of results and impacts resulting from OSAPE activities. The student shall also assist OSAPE's staff chiefs and others as needed.

How you will apply your skills (Can be removed based on TO)

Management and Administrative responsibilities shall include:

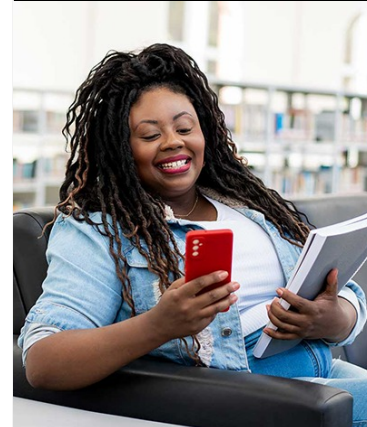
- Researching and summarizing information relating to OSAPE activities;
- Analyzing activities and processes for programs that OSAPE manages;
- Maintaining records of meetings, correspondence, and actions, and maintaining a system to track projects in progress; and
- Assisting in promoting and coordinating the use of web-based opportunities to foster collaboration among ORD scientists.

Communications-related responsibilities shall include:

- Assisting with the logistics and coordination activities for briefings, meetings, workshops, and other collaborative efforts;
- Assisting in the development of oral presentations using graphics and



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other interactive formats;

- Assisting in developing summary analysis documents of results and impacts from OSAPE activities; and
- Facilitating the appropriate communication and outreach related to OSAPE activities including: creating one-page summaries, developing longer pieces based on directed background research, and developing communication materials for wider audiences.

Required Knowledge, Skills, Work Experience, and Education

- Experience writing about science, environmental issues, public health concerns or other technical or public policy subjects as evidenced by a writing sample;
- Advanced skills with Microsoft Office applications including Excel, PowerPoint, Word, & Outlook;
- Experience in administration support functions (recordkeeping, filing, etc) and managing records (electronic and hardcopy) or databases;
- Strong organizational skills, including demonstrated ability to handle multiple assignments with competing deadlines;
- Strong proof reading and editing skills; and
- Strong written, oral and electronic communication skills.

Desired Knowledge, Skills, Work Experience, and Education

- Experience with webinar and collaboration platforms (Skype, SharePoint, etc.).
- Experience with graphic design software (InDesign, Photoshop, etc).

Location: This job will be located EPA's facility in Washington, DC.

Salary: Selected applicant will become a temporary employee of ORAU and will receive an hourly wage of \$23.26 for hours worked.

Hours: Full-time.

Travel: Occasional overnight travel may be required.

Expected start date: The position is full time and expected to begin July 2021. The selected applicant will become a temporary employee of ORAU working as a contractor to EPA. The initial project is through May 14, 2022, with up to 3 additional option periods.

For more information, contact EPAjobs@orau.org. Do not contact EPA directly.

- Qualifications**
- Be at least 18 years of age **and**
 - Have earned at least a bachelor's degree in environmental science, environmental policy, public health, communications, business, or other closely related fields of study from an accredited university or college within the last 24 months **and**
 - Be a citizen of the United States of America or a Legal Permanent Resident.

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EPA ORD employees, their spouses, and children are not eligible to participate in this program.

- Eligibility Requirements**
- **Citizenship:** LPR or U.S. Citizen
 - **Degree:** Bachelor's Degree received within the last 24 month(s).
 - **Discipline(s):**
 - **Business** ([11](#) 👁)
 - **Communications and Graphics Design** ([6](#) 👁)
 - **Earth and Geosciences** ([1](#) 👁)
 - **Environmental and Marine Sciences** ([14](#) 👁)
 - **Life Health and Medical Sciences** ([46](#) 👁)

Affirmation I certify that I am at least 18 years of age; a recent graduate with at least a bachelor's degree in environmental science, environmental policy, public health, communications, business, or other closely related fields from an accredited university or college within the last 24 months; a citizen or a Legal Permanent Resident of the United States of America; and not a current employee of EPA ORD or the spouse or child of an EPA ORD employee.

Click [HERE](#) to Apply

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