

Opportunity Title: EPA Communications Associate

Opportunity Reference Code: EPA-SSP-0020-01

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-SSP-0020-01

Description Background:

The EPA Environmental Research and Business Support Program has an immediate opening for two Communications Associates with the Office of Research and Development at the EPA facility in Washington, D.C.

The National Center for Environmental Research (NCER), part of the Office of Research and Development (ORD), supports high-quality research by the nation's leading scientists that will improve the scientific basis for decisions on national environmental issues and help EPA achieve its environmental goals.

Within NCER, the Communications Team is seeking two current or recently graduated student to assist the team with the logistical, administrative and written duties required to support and maintain the robust extramural research portfolio and communication outreach.

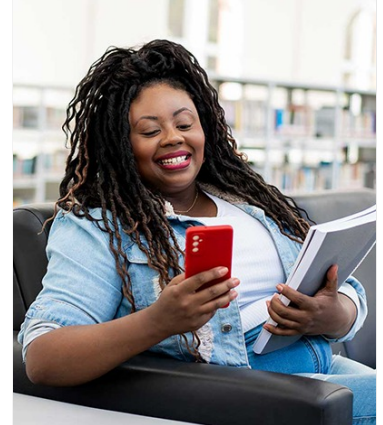
Associates shall assist in the administration, management, and communication of NCER grant/contract research program as follows:

Management and Administrative responsibilities include:

- Managing NCER's event calendar by collecting information and updates on events and writing event descriptions for public posting and internal/external outreach;
- Coordinating review/approval process for all drafted written/visual products through multiple levels within NCER;
- Assisting in developing, formatting and organizing various presentations and documents;
- Assisting in basic research duties to develop news items and summarizing outputs;
- Acting as communications liaison within NCER and participating in weekly NCER staff meetings of each Division to ensure that NCER's work is effectively communicated and to keep the communication team aware of upcoming division outputs and meetings;
- Assisting in the planning, organizing and supporting of communication aspects of scientific workshops and grantee progress reviews and kickoff meetings, including conducting media scrubs prior to the meeting;
- Monitoring and tracking press coverage and congressional interest (using Vocus and other search venues) and using this information to create multimedia and communication products for the NCER internet and intranet sites;
- Assisting in promoting and coordinating the use of web-based opportunities to foster collaboration among ORD scientists;
- Supporting website content development and reviews for intranet and internet; and
- Assisting NCER webmaster in maintaining and developing new



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webpages, as needed.

Communications-related responsibilities include:

- Drafting communication products to support communication plans and campaigns. (These products include press releases, tri-folds, posters, brochures, presentations, fact sheets, announcements, internal and external messaging, talking points, Q+A sheets, web blurbs, desk statements, and event listings.)
- Drafting visual communication products to support communication plans and campaigns. (These products include graphics, banners, and flyers.)
- Developing and maintaining NCER's social media presence by drafting social media posts for various platforms.
- Working with NCER staff to improve communication of scientific information and to improve interactions between scientists and the media (e.g., through online meetings and seminars hosted by NCER).
- Developing and maintaining content on NCER's intranet and internet to ensure information is up-to-date and consistent with NCER and Agency messaging and communication objectives.

Location: This job will be located at EPA's facility in Washington, D.C.

Work Environment: This position will involve work in an administrative setting and is not expected to involve exposure to hazardous elements.

Salary: Selected applicants will become temporary employees of ORAU and will receive an hourly wage for hours worked at a rate of \$21.16 per hour.

Travel: Occasional overnight travel may be required.

Expected Start Date: The position is full-time and expected to begin in July or August 2015. The initial project is through May 14, 2016, and may be renewed up to 5 years.

For more information, contact EPAjobs@orau.org.

Qualifications Eligible applicants must:

- Be at least 18 years of age, and
- Have earned a Bachelor's degree (or be a current graduate student in good academic standing) in Communications, Public Relations, Journalism, or a related discipline within the last 24 months from an accredited university or college, **and**
- Be a US citizen or a Legal Permanent Resident.

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

Required Knowledge, Skills, Work Experience, and Education

Successful candidates shall possess the ability to read, understand and effectively convey technical or scientific information.





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Desired Knowledge, Skills, Work Experience, and Education

It is desirable for candidates to also have:

- Strong communication skills (i.e., written, oral, telephone etiquette, presentation abilities), including effective multi-media technical communications
- Proficiency with Microsoft Office applications (i.e., Excel, Access, PowerPoint, Word, Outlook, SharePoint and Project) and the internet
- Experience in Adobe applications (i.e., Photoshop, Illustrator, InDesign, Acrobat and Flash)
- Ability to handle pressure and multi-task in a fast-paced environment driven by deadlines and changing schedules
- Ability to exercise independent judgment to plan, prioritize, and organize diversified workload
- Interpersonal skills on a high level in order to handle sensitive and confidential information and situations (The position continually requires demonstrated poise, tact and diplomacy.)
- Experience in administration support functions (i.e. recordkeeping, filing) and managing records or databases
- Excellent proofreading and editing skills
- Experience involving the management of research programs and/or scientific communication

- Eligibility Requirements**
- **Citizenship:** LPR or U.S. Citizen
 - **Degree:** Bachelor's Degree or Master's Degree received within the last 24 month(s).
 - **Discipline(s):**
 - **Business** ([1](#) )
 - **Communications and Graphics Design** ([6](#) )
 - **Other Non-Science & Engineering** ([3](#) )
 - **Social and Behavioral Sciences** ([4](#) )

Affirmation I certify that I am at least 18 years of age; a recent graduate with at least a Bachelor's degree in Communications, Public Relations, Journalism, or a related discipline or be a current graduate student from an accredited university or college; 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.

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