

**Opportunity Title:** Communications Outreach Support

**Opportunity Reference Code:** EPA-NSSC-0002-15

**Organization** U.S. Environmental Protection Agency (EPA)

**Reference Code** EPA-NSSC-0002-15

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

**Description** The EPA National Student Services Contract has an immediate opening for a full time Communications Outreach Support position with the Office of Research and Development at the EPA facility in Washington, D.C.

The Office of Research and Development 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) supports the Agency's Science Advisor and integrates and coordinates science across ORD and the Agency, with key external partners, and into the regulatory process. This work includes managing ORD's extramural research programs and regional science programs; leading EPA's innovation programs, including citizen science and challenge competitions; coordinating ORD's partnerships with tribes, other federal agencies and international organizations, and state and local partners; and serving as ORD's lead on science policy issues. Within OSAPE, the Immediate Office leads OSAPE's internal and external communications efforts.

#### **What experience and skills will you gain?**

As a team member, you will assist the Communications Director with the communication and administrative duties required to support and maintain a robust internal and external outreach program, including the administration, management, and communication of results and impacts resulting from OSAPE activities.

Management and Administrative responsibilities shall include:

- Researching and summarizing information relating to organization activities;
- Tracking upcoming OSAPE products, events, and activities in a shared database that includes information on corresponding communications activities planned for each item;
- Assist with the planning and development of strategic social media and digital initiatives targeting various audiences. The team member will make recommendations for social media approaches, develop social media campaigns, and be responsible for tracking social media engagement; and
- Assist with evaluating the effectiveness of OSAPE's communications campaigns. This will include maintaining a database of stakeholders,



**ORA Pathfinder**



Whether you are just starting your career or already at a senior level, ORAU offers internships, fellowships, research opportunities, and contract positions that can provide you with invaluable experience. Download the ORAU Pathfinder mobile app and find the right opportunity to propel you along your career path!

Visit ORAU Pathfinder [↗](#)



**Opportunity Title:** Communications Outreach Support

**Opportunity Reference Code:** EPA-NSSC-0002-15

interviewing stakeholders, tracking mentions of OSAPE programs in the media, monitoring OSAPE web trends, and determining how communications activities are influencing engagement with OSAPE programs and products.

Communications-related responsibilities shall include:

- Assist with development of internal and external web content for OSAPE programs. Write and edit communications materials for posting on EPA Internet and Intranet sites. Web products may include newsletter stories, research summaries, and program overviews. External web content shall be written so it is engaging and understandable;
- Assist in writing products for the public and media explaining OSAPE programs. Products may include press releases, media advisories, press kits, communications plans, key messages, talking points, summaries describing the impact of scientific papers published in journals and other related products;
- Assisting with the logistics and coordination activities for briefings, meetings, workshops, and other collaborative efforts; and
- Assist with event planning for webinars, conferences, workshops, stakeholder meetings, and other public events. This includes preparation of development of meeting materials, development of PowerPoints, and development of other communications materials that explain OSAPE programs.

#### **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 Teams, Excel, PowerPoint, Word, and Outlook;
- Experience in administration support functions (recordkeeping) and managing records (electronic and hardcopy) or databases;
- Strong leadership and 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 (Teams, Zoom, SharePoint, etc.) and
- Experience with graphic design software (InDesign, Photoshop, etc.).

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

**Opportunity Title:** Communications Outreach Support

**Opportunity Reference Code:** EPA-NSSC-0002-15

**Salary:** Selected applicant will become a temporary employee of ORAU and will receive an hourly wage of \$23.73 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 August 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](mailto: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 communications, public affairs, marketing, environmental science, environmental policy, public health, 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.

*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).
  - **Overall GPA:** 2.00
  - **Discipline(s):**
    - **Business** ([11](#) )
    - **Communications and Graphics Design** ([6](#) )
    - **Earth and Geosciences** ([1](#) )
    - **Environmental and Marine Sciences** ([14](#) )
    - **Life Health and Medical Sciences** ([46](#) )
    - **Other Non-Science & Engineering** ([1](#) )

**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 affairs, marketing, environmental science, environmental policy, public health, 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

**Opportunity Title:** Communications Outreach Support

**Opportunity Reference Code:** EPA-NSSC-0002-15

required employment notices.