

**Opportunity Title:** Environmental Communications Liaison

**Opportunity Reference Code:** EPA-NSSC-0004-16

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

**Reference Code** EPA-NSSC-0004-16

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

**Description** The EPA National Student Services Contract has an immediate opening for a full time Environmental Communications Liaison position with the Office of Research and Development at the EPA facility in Ada, OK.

The Immediate Office of the Assistant Administrator (IOAA), within the Office of Research and Development (ORD), provides leadership for implementing and communicating the research conducted under ORD's six National Research Programs (NRPs) to a wide range of stakeholders. The six NRPs include Air and Energy (A-E), Chemical Safety for Sustainability (CSS), Homeland Security (HS), Health and Environmental Risk Assessment (HERA), Safe and Sustainable Water Resources (SSWR), and Sustainable and Healthy Communities (SHC). [epa.gov/research/national-research-programs](https://epa.gov/research/national-research-programs)

#### What the EPA project is about

Under the strategic planning and direction of the respective National Program Directors (NPDs) and their teams, research conducted under the six NRPs is providing the strong scientific and technical foundation the Agency relies on to fulfill its statutory obligations and help Agency, state, and other partners address their most pressing environmental and related public health challenges.

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

As a team member, you will assist the SSWR NRP with the duties required to support and maintain a robust research program through focusing on administrative tasks required for effective management of the program. Science writing, editing, and communication responsibilities will comprise 75 percent of the position. As a team member, you will, in coordination with other SSWR-focused Student Contractor(s) and the IOAA's NRP Outreach Coordinator provide assistance in the communication of SSWR research activities and results to internal and external partners, stakeholders, and the public. Administrative tasks shall comprise 25 percent and be coordinated through SSWR's NPD and Principal Associate NPD.

#### How you will apply your skills

##### Science writing/editing and communication responsibilities:

- Prepare written/website materials in support of SSWR's technical and translational science communication and outreach needs.
- Create and update internal SSWR and external water research websites.
- Review reports.



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- Technical editing.
- Preparing other written documents as needed.
- Preparing PowerPoint slides for internal and external presentations.
- Develop and maintain targeted internal and external stakeholder lists for multiple research topics.
- Coordinate the SSWR water research webinar series, including scheduling speakers.
- Prepare webinar/workshop announcements and speaker bios.
- Assist with the coordination and implementation of annual drinking water workshop.

**Administrative responsibilities:**

- Provide administrative support for SSWR through the scheduling and management of calendar events, maintenance of the SSWR current action list for priority activities and assignment deadlines and developing and maintaining Microsoft Teams and SharePoint sites.
- Assist with workshops and meetings.
- Develop weekly highlights of significant meetings, presentations, webinars, and other activities.
- Assist with webinars, including schedule planning, logistics, statistical tracking and reporting, and invitation lists maintenance when needed.
- Assist with developing, maintaining, and providing annual accomplishments and activities reports.

**Required Knowledge, Skills, Work Experience, and Education**

- Possess strong written, technical editing, and oral communication skills.
- Experience translating complex technical information into more easily understand able material for a wide range of audiences.
- Experience defining target audiences for communication materials and/or outreach efforts.
- Strong skill working with Microsoft Office Suite applications (preferably Office 365)

**Expected start date:** The position is full time and expected to begin September 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**

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- Have earned at least a master's degree from an accredited university or college with a degree in technical communications, technical writing, or a natural science- or environmental engineering-related field 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:** Master's Degree received within the last 24 month(s).
  - **Overall GPA:** 2.00
  - **Discipline(s):**
    - **Communications and Graphics Design** ([6](#) 👁)
    - **Earth and Geosciences** ([21](#) 👁)
    - **Engineering** ([27](#) 👁)
    - **Environmental and Marine Sciences** ([14](#) 👁)

**Affirmation** I certify that I am at least 18 years of age; a recent graduate with at least a master's degree from an accredited university or college with a degree in technical communications, technical writing, or a natural science- or environmental engineering-related field of study 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.

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