

**Opportunity Title:** EPA Science Advisor Communications Support at EPA

**Opportunity Reference Code:** EPA-NSSC-0002-18

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

**Reference Code** EPA-NSSC-0002-18

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

**Description** The EPA National Student Services Contract has an immediate opening for a full time EPA Science Advisor Communications 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**

Within the Office of Research and Development, the Office of Science Advisor, Policy & Engagement (OSAPE) aims to advance the development and use of science to inform decisions at EPA and engage the scientific community and partners in research for health and environmental solutions.

OSAPE's Extramural Research Branch (ERB) provides funding for high-quality research through the Science to Achieve Results (STAR), and People, Prosperity and the Planet (P3) grants programs. The STAR program engages the nation's best scientists and engineers in targeted research that complements EPA's own outstanding intramural research programs. STAR's current focus is within the national research programs of Safe and Sustainable Water Resources, Sustainable and Healthy Communities, Air, Climate and Energy, and Chemical Safety and Sustainability. P3 also focuses on supporting research for these national research programs, but awards smaller grants to teams of college/university students working to design solutions for a sustainable future. P3 offers students hands-on experience that brings their classroom learning to life, while also allowing them to create tangible changes in their communities.

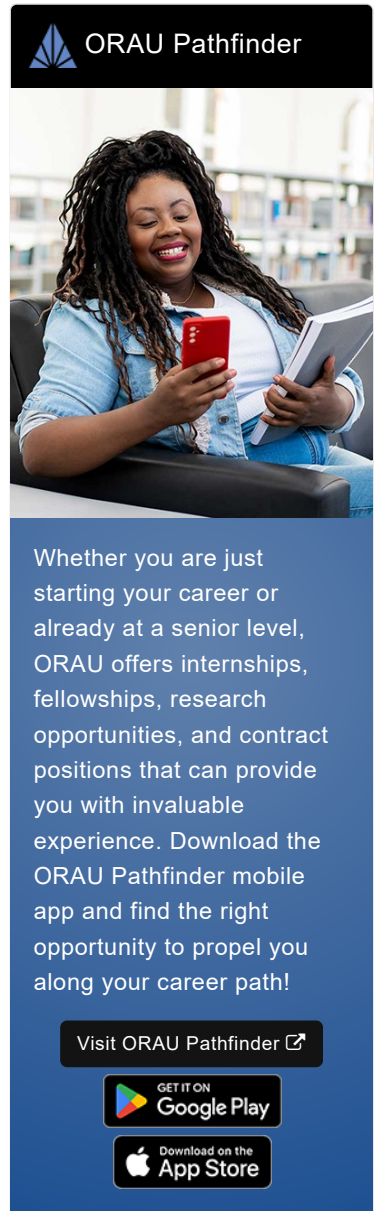
Grantees for both STAR and P3 have a history of producing scientific results that are important for both public health and environmental policy. Through these programs, scientists and students can help build the scientific foundation for sound environmental decisions.


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

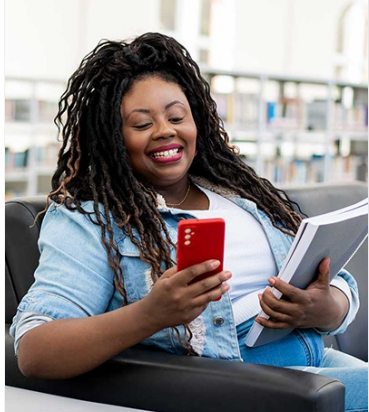
As a team member, you will assist the Extramural Research Branch staff with the analytical, communication, and administrative duties required to support and maintain the extramural research portfolio.

#### **Management and Administrative responsibilities shall include:**


- Researching and summarizing information relating to innovative activities in environmental science and policy, in communities,





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- government, and other organizations;
- Assisting with administrative and logistical tasks associated with research grant management including tracking deadlines, summarizing reports, planning, organizing and supporting scientific workshops and progress reviews and organizing information on current research projects underway;
- Assisting with record keeping activities in various electronic systems and databases;
- Assisting with management of the grant publication database and a contact list of stakeholders;
- Developing and maintaining a calendar of grant activities and program events;
- Assisting in the coordination of logistics among the grantees and EPA staff for meetings, workshops, and other collaborative efforts;
- Assisting in tracking activities and deadlines for active grants;
- Maintaining records of meetings, correspondence, and action documents, and maintaining a system to track projects in progress;
- Assisting ERB staff during all steps of the grant process to develop and track necessary materials and communications; and
- Assisting ERB staff with converting paper and electronic grants files into a new Microsoft Teams based filing system.

**Communications-related responsibilities shall include:**

- Writing a summary report based on the results and publications from several related extramural research grants;
- Assisting the team in the development of oral presentations of results and impacts using graphics and other interactive formats;
- Assisting in facilitating the appropriate communication and outreach related to grantee research activities including: creating one-page summaries of the results of EPA funded synthesized from selected reports and published scientific journal articles, developing longer pieces based on directed background research, and developing communication materials for wider audiences;
- Assisting the team in improving communication of scientific information and improving interactions between scientists and the media, e.g. through online meetings and seminars hosted by ERB;
- Keeping track of and writing weekly and monthly summaries on the status of projects, events, and activities within ERB;
- Assisting in planning and hosting public expos and webinars, including planning logistics, developing communications materials, and providing technical support; and
- Drafting emails and communications materials to be sent internally and externally.

**Outreach**

- Attend conferences as requested.

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

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- Advanced proficiency with Microsoft Office applications (i.e., Excel, PowerPoint, Word, Outlook, Forms);
- Experience in administration support functions (i.e., recordkeeping, filing) and managing electronic records or databases;
- Strong communication skills (i.e., written, oral, telephone etiquette, presentation abilities), including effective multi-media technical communications;
- Excellent proofreading and editing skills;
- A high level of attention to detail is essential for this position;
- Experience writing for a lay audience about science, environmental issues or public health concerns as evidenced by a writing sample; and
- Strong leadership and organizational skills, including demonstrated ability to handle multiple assignments with competing deadlines.

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

- Proficiency with database applications, Adobe applications, and SharePoint.

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

**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 March 2022. The selected applicant will become a temporary employee of ORAU working as a contractor to EPA. The option year renews May of each year through May, 14, 2025.

*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 biology, toxicology, chemistry, bioinformatics, statistics, engineering, environmental science, environmental policy, computational biology, math, physics, information science or a closely 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:** Bachelor's Degree received within the last 24 month(s).
  - **Overall GPA:** 2.00
  - **Discipline(s):**
    - **Chemistry and Materials Sciences** (1 )

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- **Computer, Information, and Data Sciences** ([1](#))
- **Engineering** ([1](#))
- **Environmental and Marine Sciences** ([2](#))
- **Life Health and Medical Sciences** ([3](#))
- **Mathematics and Statistics** ([3](#))
- **Physics** ([1](#))

**Affirmation** I certify that I am at least 18 years of age; a recent graduate with at least a Bachelor's degree in biology, toxicology, chemistry, bioinformatics, statistics, engineering, environmental science, environmental policy, computational biology, math, physics, information science or a closely 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.

[Click HERE to apply.](#)

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