

Opportunity Title: EPA State Partnership Coordination Support Associate

Opportunity Reference Code: EPA-SSP-0004-4

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-SSP-0004-4

Description Background:

The EPA Environmental Research and Business Support Program has an immediate opening for an EPA State Partnership Coordination Support Associate with the Office of Research and Development at the EPA facility in Washington, DC.

The Office of Research and Development (ORD) functions as the principal scientific component of the U.S. Environmental Protection Agency (EPA). It is responsible for an Agency-wide program for assessing the known effects of environmental pollutants in varying exposure situations in health and ecological systems, and conducting integrated research and development work for the Agency.

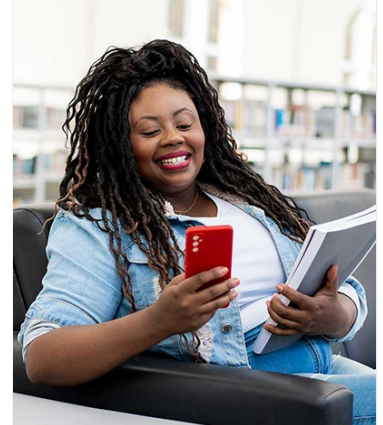
The staff of the Immediate Office of the Assistant Administrator (IOAA) for Research and Development provides direct support to the Assistant Administrator, Deputy Assistant Administrator, and Associate Assistant Administrator. This includes conducting comprehensive program, staff and technical analysis of science policy issues and problems, as well as providing general advice and guidance covering all aspects of ORD activities.

The Senior Advisor and State Liaison in IOAA provides leadership and coordination across ORD in support of the EPA Administrator's new era of state, tribal and local partnerships. The State Liaison plays a critical role in facilitating the partnership between ORD and state environment and public health agencies in fulfillment of our mission to protect human health and the environment. This includes sharing information on ORD's scientific and technical capabilities with regions, states and others and soliciting input on how ORD tools, methods, models and research can be more useful, relevant and practical for decision makers. The Senior Advisor also serves as the Executive Secretary for the Committee on Environment, Natural Resources and Sustainability (CENRS) of the National Science and Technology Council (NSTC) and supports the EPA CENRS Co-Chair. CENRS provides a formal mechanism for coordination on ongoing research and development on environmental and natural resources across the federal government.

The selected candidate will assist the Senior Advisor and State Liaison with the analytical and administrative duties required to support ORD's state partnerships and outreach activities on ORD science. The candidate will also assist with all matters related to the planning, administration and recordkeeping responsibilities of the CENRS Executive Secretary. We are seeking a diplomatic, flexible and detail-oriented individual to work in a fast-paced, demanding office environment. The successful candidate will be able to multi-task, be able to meet tight deadlines, and have excellent interpersonal skills.



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Responsibilities:

- Compiling and summarizing information relating to ORD research and tools.
- Providing assistance with logistical support and planning for ORD sponsored workshops, meetings, webinars, conferences and other events, including identifying meeting space and access requirements, as well as teleconference and A/V capability.
- Assisting with preparing talking points and background materials (PowerPoint presentations, fact sheets, agendas and contact lists) for events and meetings.
- Preparing briefing books for events and meetings.
- Assisting in preparing clearance memos and tracking responses.
- Maintaining records of meetings, correspondence and action documents, and maintaining a system to track projects in progress.
- Keeping the intra-governmental webpage for CENRS accurate and up to date (meeting materials, membership lists, document clearances, etc.)
- Assisting in the promotion and coordination of web-based opportunities to foster sharing EPA research and tools with states and others.
- Assisting in the development of PowerPoint presentations using graphics and other interactive formats.
- Performing other tasks as required to accomplish project objectives.

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

Salary: Selected applicants will become temporary employees of ORAU and will receive an hourly wage of \$21.48 for hours worked.

Travel: Occasional overnight travel may be expected.

Expected Start Date: The position is full time and expected to begin October 2015. The selected applicant will be a temporary employee of ORAU working as a contractor to EPA. The initial contract period is through May 14, 2016. EPA may elect to renew the contract for an additional four 12-month optional periods.

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 in a scientific or related field 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.

Required Knowledge, Skills, Work Experience, and Education

Successful candidates shall:

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- Demonstrate knowledge and experience in both environmental science and policy;
- Demonstrate leadership skills;
- Have experience working in teams;
- Possess strong written, oral and electronic communication skills.
- Be able to provide a writing sample that shows an understanding of science policy and the ability to communicate concisely to a non-technical audience.

Desired Knowledge, Skills, Work Experience, and Education

It is desirable for candidates to have:

- Experience with Microsoft Office applications (i.e., Excel, PowerPoint, Word, Outlook), Adobe Acrobat Pro, and the Internet.
- Experience in managing records (electronic and hardcopy) or databases and administration support functions (i.e., recordkeeping, filing).
- Strong communication skills (i.e., written, oral, telephone etiquette, presentation abilities), including effective multi-media communications (i.e., webinars).

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| Eligibility Requirements | <ul style="list-style-type: none">• Citizenship: LPR or U.S. Citizen• Degree: Bachelor's Degree or Master's Degree received within the last 24 month(s).• Discipline(s):<ul style="list-style-type: none">◦ Chemistry and Materials Sciences (12 )◦ Communications and Graphics Design (1 )◦ Earth and Geosciences (21 )◦ Engineering (27 )◦ Environmental and Marine Sciences (14 )◦ Life Health and Medical Sciences (45 )◦ Mathematics and Statistics (1 )◦ Other Non-Science & Engineering (1 )◦ Physics (16 )◦ Science & Engineering-related (1 )◦ Social and Behavioral Sciences (3 ) |
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Affirmation I certify that I am at least 18 years of age; a recent graduate with a Bachelor's degree in a scientific or related field 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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