

**Opportunity Title:** PR & Social Media Support at EPA  
**Opportunity Reference Code:** EPA-NSSC-0008-40-2-25-22

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

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

**Description** The EPA National Student Services Contract has an immediate opening for a full time PR & Social Media Support position with the Office of Research and Development at the EPA facility in Washington, DC.

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 Center for Environmental Solutions & Emergency Response (CESER) - which is one of 4 research Centers in ORD - plans, coordinates and conducts an applied, customer-driven, national research and development program to improve decision making by EPA, federal, state, tribal and local agencies, when faced with challenging environmental problems in the built environment.

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

As a team member, you will report to CESER's Communications Director but will contribute to an amazing team of communicators focused on promoting the research conducted by CESER researchers across 5 divisions within the Center, and the Homeland Security Research Program (HSRP).

#### **How you will apply your skills**

##### **Internal Communications Support**

There are approximately 300 researchers and staff working on CESER across geographic locations. Because of this, our team focuses a lot of resources on reaching employees and ensuring they receive information they need to best do their jobs and remain connected to the Center. You will support our internal communications strategy by:

- Monitoring several shared email boxes and ensuring that questions are directed to the right people/person;
- Developing, writing, editing, and posting content on CESER@Work, our organizational intranet; familiarity with Drupal and Google Analytics is a plus;
- Tracking statistics and updating metrics for internal communications; and
- Other duties that support our internal communications strategy.



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### **External Communications Support**

CESER researchers conduct research and studies to solve some of the most challenging environmental issues across the country. There are 5 Divisions within CESER supported by the communications team – in addition, the communications team produces two webinar series and an annual small drinking workshop and an international conference held every 18 months.

You will support external communications by:

- Developing and writing stories for ORD's Science Matters Newsletter;
- Developing and writing Researchers@Work and researcher professional profiles;
- Monitoring, developing content for, and supporting the communications team on website content (epa.gov); familiarity with Drupal and Google analytics is a plus;
- Developing social media posts related to research including images;
- Supporting webinar production and metrics; sending out certificates of attendance;
- Supporting organizing and hosting conferences; including working on different committees and workgroups throughout the year as these conferences are planned. Supporting conference logistics; and
- Organizing communications and public relations events such as challenge grant announcements or other special events.

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

- Exceptional interpersonal, oral, written communication skills, and presentation skills as evidenced by a writing and a presentation sample;
- Advanced proficiency with Microsoft Office applications (i.e., Teams, Excel, PowerPoint, Word, Outlook);
- Excellent copywriting and editing skills, and hands-on experience in content management (website, social media, etc);
- Strong time management and organizational skills, including experience handling multiple assignments with competing deadlines;
- Experience conducting internet research;
- Deadline-oriented, inquisitive, with great follow-up and reporting skills; and
- Ability to work under pressure, to work effectively in a diverse team environment, and to always represent the organization professionally.

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

- Experience involving the management of databases, Microsoft Teams sites, etc.

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- Experience involving the operation of video teleconferencing (Teams Live, Zoom).

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

**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 travel may be required.

**Expected start date:** The position is full time and expected to begin April 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 BA/BS in public relations, communications, marketing or other closely related discipline 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](#) 👁)
    - **Other Non-Science & Engineering** ([1](#) 👁)

**Affirmation** I certify that I am at least 18 years of age; a recent graduate with at least a BA/BS in public relations, communications, marketing or other closely related discipline 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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