

**Opportunity Title:** Research Communications and Outreach Support at EPA

**Opportunity Reference Code:** EPA-NSSC-0004-17-3-23-2022

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

**Reference Code** EPA-NSSC-0004-17-3-23-2022

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

**Description** The EPA National Student Services Contract has an immediate opening for a full time Research Communications and 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 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 research programs (NRPs) include Air, Climate, and Energy (ACE), 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). <https://www.epa.gov/research/national-research-programs>.

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?

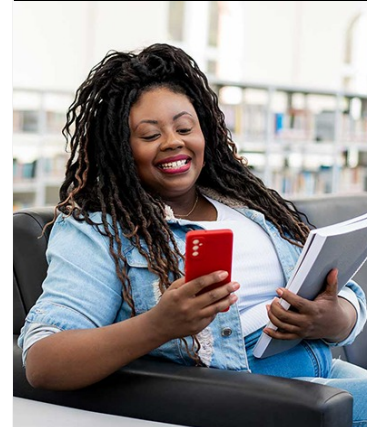
As a team member, you will assist the IOAA with the duties required to support and maintain robust research programs, focusing on the communication of research activities and results to internal and external partners, stakeholders, and the public.

#### Communications-related responsibilities shall include the following:

- Support the facilitation of communications and outreach by researching effective and appropriate communication practices for a variety of internal and external audiences, building and maintaining targeted internal and external stakeholder lists for multiple research topics, and assisting with the development and maintenance of internet sites and communications plans;
- Assist with the development of presentations and posters, including visual design elements and principles;
- Assist with workshop planning and implementation;



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- Assist with creating, reviewing, and updating material for ORD's online sources, including internet and intranet pages, newsletters, and other social media;
- Design and develop internal and external communications materials, including web content, technical briefs, highlight reports, etc.;
- Assist with webinars, including schedule planning, logistics, statistical tracking and reporting, and maintaining invitation lists;
- Assist with developing and maintaining annual accomplishments and activities reports;
- Provide support for research planning activities, which can involve preparing notes on detailed action-oriented minutes in a short turn-around and coordinating cross-NRP activities; and
- Assist Program Operations support staff in which involve tracking data calls responses, managing team sites and assisting with budget follow-up calls.

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

- Strong written and oral communication skills as evidenced by a writing sample;
- Experience defining target audiences for communication material and/or outreach efforts;
- Experience working in teams and individually;
- Strong organizational skills; and
- Strong skills working with most Microsoft Office Suite applications (preferably Office 365).

**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 or workday local travel may be required.

**Expected start date:** The position is full time and expected to begin May 2022. The selected applicant will become a temporary employee of ORAU working as a contractor to EPA. The option year renews May 14th of each year through 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 management, technical

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communications, technical writing, or a natural science- or environmental engineering-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.*

- 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):**
    - **Communications and Graphics Design** ([6](#) 👁)
    - **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 Bachelor's degree management, technical communications, technical writing, or a natural science- or environmental engineering-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.

Click [HERE](#) to Apply

ORAU is an Equal Opportunity Employer (**EOE AA M/F/Vet/Disability**); visit the [ORAU website](#) for required employment notices.