

**Opportunity Title:** Administrative and Science Communications Support

**Opportunity Reference Code:** EPA-NSSC-0002-21

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

**Reference Code** EPA-NSSC-0002-21

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

**Description** The EPA National Student Services Contract has an immediate opening for a full time Administrative and Science Communications 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 Office of Science Advisor, Policy and Engagement (OSAPE) supports the Agency's Science Advisor and integrates and coordinates science across ORD and the Agency, with key external partners, and into the regulatory process. The Extramural Research and Partnerships Division (ERPD) within OSAPE, provides leadership and coordination on ORD's extramural research grants and partnerships with EPA programs, regions, tribes and key external stakeholders. This work includes managing ORD's extramural research programs and regional science programs; leading EPA's innovation programs; and coordinating ORD's partnerships with tribes, other federal agencies and international organizations, and state and local partners.

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

As a team member, you will assist ERPD management and staff and OSAPE's Communications Director with the communication and administrative duties required to support and maintain a robust internal and external outreach program, including the administration, management, and communication of results and impacts resulting from ERPD activities.

#### **Responsibilities will include:**

- Researching and summarizing information relating to ERPD programs and activities;
- Tracking ERPD activities/products in a shared database that includes information on corresponding communications activities planned for each item;
- Assist with the planning and development of strategic social media and digital initiatives targeting various audiences;
- Assist OSAPE's Communication Director with development of internal and external web content related to ERPD programs. Write and edit communications materials for posting on EPA Internet and Intranet sites. Web products may include newsletter stories, articles, presentations, research summaries, and program overviews. External



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web content shall be written so it is engaging and understandable;

- Assist in writing products for the public and media explaining ERPD programs. Products may include press releases, media advisories, press kits, communications plans, key messages, talking points, and summaries describing the impact of scientific papers published in journals and other related products;
- Assisting with the logistics and coordination activities for briefings, meetings, workshops, and other collaborative efforts; and
- Assist with event planning for webinars, conferences, and workshops. This includes preparation of development of meeting materials, development of PowerPoints, and development of other communications materials that explain ERPD programs.

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

- Experience writing about science, environmental issues, public health concerns or other technical or public policy subjects as evidenced by a writing sample
- Advanced skills with Microsoft Office applications including Teams, Excel, PowerPoint, Word, & Outlook
- Experience in administration support functions and managing records (electronic and hardcopy) or databases
- Strong leadership and organizational skills, including demonstrated ability to handle multiple assignments with competing deadlines;
- Strong proof reading and editing skills; and
- Strong written, oral and electronic communication skills.

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

- Experience with webinar and collaboration platforms (Teams, Zoom, SharePoint, etc.);
- Experience with graphic design software (InDesign, Photoshop, etc.);

**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 \$24.20 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 June 2022. The selected applicant will become a temporary employee of ORAU working as a contractor to EPA. The contract renews each May through 2025.

*For more information, contact [EPANSSC@orau.org](mailto:EPANSSC@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 Bachelor's degree in in communications, public affairs, marketing, environmental science, environmental policy, public health, 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:** Any degree .
  - **Discipline(s):**
    - **Business** ([1](#) )
    - **Communications and Graphics Design** ([6](#) )
    - **Environmental and Marine Sciences** ([1](#) )
    - **Life Health and Medical Sciences** ([1](#) )

**Affirmation** I certify that I am at least 18 years of age; a recent graduate with at least a Bachelor's degree in communications, public affairs, marketing, environmental science, environmental policy, public health, 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.

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