

Opportunity Title: Administrative and Communications Support

Opportunity Reference Code: EPA-NSSC-0002-22

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-NSSC-0002-22

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

Description The EPA National Student Services Contract has an immediate opening for a full time Administrative and 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

The Office of Science Advisor, Policy and Engagement (OSAPE) is responsible for the Agency's official Scientific Integrity policy and human subject research review, as well as overseeing and managing: intra-agency science coordination, the Action Development Process leadership, the Regional Science Program, Tribal Science, External Advisory Boards, and EPA extramural research support and partnerships (including research grants and partnerships, challenges, and prizes). Within OSAPE, the Extramural Research and Partnerships Division (ERPD) provides leadership for and coordination of ORD's extramural research grants and partnerships with EPA's programs and regions, tribes, other federal agencies, and key external stakeholders.

What experience and skills will you gain?

As a team member, you will assist with analytical and administrative duties required to support and maintain the various programs under the Partnerships Branch, including the administration, management and communication of results and impacts resulting from PB activities.

How you will apply your skills

- Analyze and synthesize processes and activities for programs that PB manages;
- Work with OSAPE staff and across EPA to implement outreach products, to ensure that target audiences are identified and that feedback on the training efforts are obtained from the audiences;
- Write, edit, and develop a wide variety of communication materials, including talking points, briefing materials, memorandums, technical letters, press releases, desk statements, etc., at the appropriate level for the intended audience/recipient including EPA staff and management, and the public;
- Attend meetings/conferences as appropriate, taking minutes of action items;
- Professionally interact (e.g., in-person, e-mail, phone conversation) with all levels of Agency staff and management in addition to contractual



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staff and outside stakeholders;

- Keep OSAPE mentor informed at all times about projects, workload, meeting conflicts or changes, and challenges, as well as accomplishments and success encountered in all aspects of position;
- Assisting in promoting and coordinating the use of web-based opportunities to foster collaboration among ORD scientists; and
- Facilitating the appropriate communication and outreach related to OSAPE Partnerships Branch activities including: creating one-page summaries, developing longer pieces based on directed background research, and developing communication materials for wider audiences.

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 Excel, PowerPoint, Word, & Outlook;
- Experience in administration support functions (recordkeeping, filing, etc.) and managing records (electronic and hardcopy) or databases;
- Strong organizational skills, including demonstrated ability to handle multiple assignments with competing deadlines;
- Strong proof reading and editing skills;
- Strong written, oral and electronic communication and presentation skills;
- Experience handling pressure and multi-task in a fast-paced environment driven by deadlines and changing schedules; and
- Interpersonal skills on a high level in order to handle sensitive and confidential information and situations. Position continually requires demonstrated poise, tact and diplomacy.

Desired Knowledge, Skills, Work Experience, and Education

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

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 \$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 July 2022. The selected applicant will become a temporary employee of ORAU working as a contractor to EPA. The initial project is through May 2025.

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For more information, contact 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 Environmental Science, Environmental Policy, Public Health, Communications, Business 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):**
 - **Business** ([2](#) 👁)
 - **Communications and Graphics Design** ([1](#) 👁)
 - **Environmental and Marine Sciences** ([2](#) 👁)
 - **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 Environmental Science, Environmental Policy, Public Health, Communications, Business 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.