

Opportunity Title: Science Communications Outreach Associate

Opportunity Reference Code: EPA-NSSC-0004-07

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-NSSC-0004-07

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

Description The EPA National Student Services Contract has an immediate opening for a full time Science Communications Outreach Associate position with the Office of Research and Development at the EPA facility in Research Triangle Park, NC.

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 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. The ORD science communications staff communicate the results and outcomes of EPA research to stakeholders, promotes a broad public understanding of the science that is used to make environmental decisions, and builds national support for the Agency's research programs. Science communications is an essential and integral component of communicating ORD's mission to provide sound science for environmental decision making. EPA ORD communications staff provide strategic support to senior leaders and staff at all stages of a communications activity or issue. The Science Communications Team in ORD works collaboratively with its National Research Programs, Labs, Centers and Offices to develop and implement communications programs and activities for ORD. ORD science communication staff coordinate, plan, develop and review all communications products and coordinate their review and release with EPA's Office of Public Affairs.

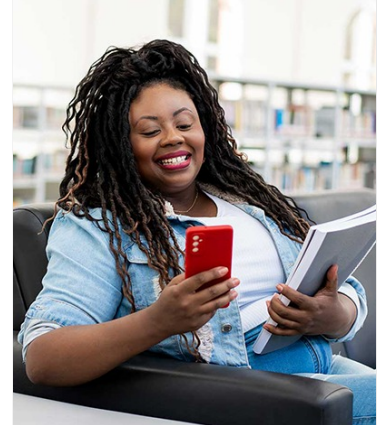
What experience and skills will you gain?

As a team member, you will assist the ORD Stakeholder Outreach coordinator to provide support for a variety of special assignments and projects involving external and internal communications and outreach for the U.S. EPA's ORD Communications Team. The candidate will have access to government equipment, including computers and printers as needed to complete assignments. Based on assignments received, the candidate will:

- Assist with development of internal and external web content explaining the public health and environmental protection impact of ORD research. Write and edit communications materials for posting on EPA and ORD



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Internet and Intranet sites;

- Assist with graphic design support for ORD including designing and laying out web pages, infographics, posters, brochures, conference display materials, fact sheets and PowerPoint presentations;
- Under the guidance of the ORD Stakeholder Outreach Coordinator, develop a variety of communications and outreach materials explaining the public health and environmental protection impact of ORD research, including articles for consumer publications, trade journal articles, communications plans, talking points, blogs, social media posts (for ORD's Twitter and Facebook accounts and amplification for EPA's main Regional and Program social media accounts that include; Instagram and Pinterest), fact sheets, brochures, PowerPoint presentations, videos, etc.;
- Assist with the development and implementation of outreach strategies for a variety of stakeholder groups and research topics throughout ORD;
- Assist with the planning and development of strategic social media and digital initiatives based upon the ORD's work for EPA social media accounts with an emphasis on the ORD's social platform;
- Assist with planning for ORD conferences, workshops, stakeholder meetings, and other public events. This includes preparation of materials for exhibit booths at conferences, posters and other display materials, development of science demonstrations and PowerPoints, and development of fact sheets and other communications materials that explain the impact of EPA's research;
- Take photos and videos of our scientists and research projects acceptable for posting to ORD/EPA websites, blogs, Twitter, Facebook, YouTube, or for using in PowerPoint presentations and posters;
- When appropriate, prepare and maintain electronic records of background information (e.g., literature citations and summaries), formal communications materials (e.g., M.S. Word documents, PowerPoint presentations), and images used in communications materials (e.g., digital photos, and Illustrator and Photoshop files). Background information, images, data and written information prepared under this Statement of Work will be the property of EPA; and
- Use Google Analytics to compile metrics on both internal and external website activity. Under the guidance of the ORD Stakeholder Outreach Coordinator, use these metrics to write reports that will be used to develop future stakeholder engagement and communication strategies.

Required Knowledge, Skills, Work Experience, and Education

- Experience writing for a lay audience about science, environmental issues or public health concerns as evidenced by a writing sample;
- Experience with developing and implementing stakeholder outreach strategies. Preferred candidate will have previous work or volunteer experience with outreach activities;
- Experience with Adobe and/or Microsoft graphic design software such as Illustrator, InDesign, and Visio;
- Experience with content management systems for editing internal and

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external websites. Preferred candidate will have experience using Drupal content management system;

- Experience with reviewing, collecting and analyzing website metric trends such as page views, unique page views, etc. Preferred candidate will have experience using Google Analytics;
- Advanced skills with Microsoft Office applications including Excel, PowerPoint, Word, & Outlook;
- 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.

Location: This job will be located EPA's facility in Research Triangle Park, NC.

Salary: Selected applicant will become a temporary employee of ORAU and will receive an hourly wage of \$30.76 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 October 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. Do not contact EPA directly.

- Qualifications**
- Be at least 18 years of age **and**
 - Have earned at least a Master's degree in communications, journalism, environmental science, environmental policy or other 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):**
 - **Communications and Graphics Design** ([6](#) 👁)
 - **Environmental and Marine Sciences** ([14](#) 👁)

Affirmation I certify that I am at least 18 years of age; a recent graduate with at least a Master's degree in communications, journalism, environmental science, environmental policy or other closely related field of study from an

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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.

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