

**Opportunity Title:** EPA Science Communications Staff Associates

**Opportunity Reference Code:** EPA-SSP-0007-3

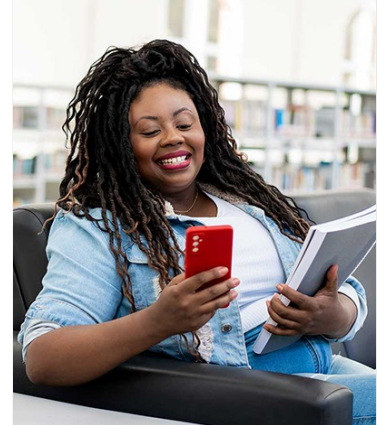
**Organization** U.S. Environmental Protection Agency (EPA)

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**Description** The EPA Environmental Research and Business Support Program has an immediate opening for two full time EPA Science Communications Staff Associates 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. The National Center for Environmental Assessment (NCEA) within ORD at EPA is a leader in the science of human health and ecological risk assessment, a process used to determine how pollutants or other stressors may impact human health and the environment. The center occupies a critical position in ORD between researchers in other parts of ORD and outside of EPA who are generating new findings and data and the regulators in EPA's program and regional offices who must make regulatory, enforcement, and remedial action decisions. NCEA addresses the needs of stakeholders by preparing technical reports and assessments that integrate and evaluate the most up-to-date research. These products serve as a major component of the scientific foundation supporting EPA's regulations and policies. NCEA also conducts cutting-edge research to develop innovative quantitative risk assessment methods and tools that help extrapolate between experimental data and real-world scenarios, improve our understanding of uncertainties, and facilitate careful weighing of evidence. NCEA is often called upon to help risk assessors evaluate the effects of exposure during natural disasters, man-made events, and other population impact situations. NCEA's Science Communications Staff is responsible for translating technical research into understandable language and effectively communicating the value of the research findings and what they will provide to the Agency. The staff is responsible for developing communication materials, engaging in social media, facilitating outreach with the public, and demonstrating and communicating the relevancy and impact of the research to various groups of interest (i.e., Congress, non-governmental organization, other federal agencies, trade associations, industry, academia, environmental groups, and the general public). Science Communications Staff promote a broad public understanding of the science that is used to make environmental decisions, and build national support for the Agency's research programs. Science communications is an essential and integral component of communicating NCEA's mission to provide sound science for environmental decision-making. NCEA's Science Communications Staff is seeking two (2) individuals to assist in the planning, analyzing, creating, and executing information in print and electron media to be communicated to both internal and external Agency audiences. The position will be heavily engaged in communicating about NCEA's scientific assessment projects, such as the Integrated Risk Information System (IRIS) Program, and in the Human Health Risk Assessment (HHRA), Chemical Safety for Sustainability (CSS), Safe and



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Sustainable Water Resources (SSWR), Air, Climate and Energy (ACE), and Sustainable and Health Communities (SHC) research programs. The selected candidates will assist the NCEA Communications Director in communicating about NCEA's work and products. The candidates shall provide support for a wide range of assignments and projects that require translating complex scientific information into a format understandable by a general audience for external and internal communications, including developing communication plans, science features, news releases, and content for web and social media. The selected candidates shall have access to government equipment, including computers and printers as needed to complete assignments. Responsibilities may include:-Assisting with development of internal and external web content explaining the public health and environmental protection impact of NCEA research,-Writing and editing communications materials for technical reports and assessments that are accessible to a general audience for posting on EPA and ORD Internet and Intranet sites. (Web products may include science features, research summaries, online newsletters, program overviews, Q & A's, researcher bios, and web videos. External web content shall be written so it is engaging and understandable to the general public.),-Assisting the NCEA Communications Director in providing media representatives with timely, accurate information about ORD research,-Writing products for print and broadcast news media, and social media explaining the public health and environmental protection impact of ORD research. (Products include press releases, media advisories, press kits, Q & A's, key messages, and other related products.),-Providing support for NCEA that may include designing and laying out infographics, posters, brochures, newsletters, conference display materials, fact sheets and PowerPoint presentations,-Working with the NCEA Communications Director developing communication strategies that include a variety of communications materials explaining the public health and environmental protection impact of NCEA research including articles for consumer publications, trade journal articles, communications plans, talking points, blogs, social media posts, fact sheets, brochures, PowerPoint presentations, videos, infographics etc.,-Assisting with event planning for NCEA participation in conferences, workshops, stakeholder meetings, and other public events. (This includes preparing posters and other display materials, developing science demonstrations and PowerPoints, and developing fact sheets and other communications materials that explain the impact of EPA's research.),-Assisting in the logistics and coordinating briefings, public meetings, workshops, and other collaborative efforts,-Assisting with statistical tracking and reporting for meetings, as well as maintaining invitation lists,-Developing and maintaining metrics for NCEA science communications group, including tracking workflow and deadlines for communications materials accompanying NCEA products,-Gathering, analyzing, interpreting, and presenting data on NCEA communications outreach strategies,-Performing special editing, writing and/or information-gathering assignments at the request of the NCEA Communications Director, and-Preparing and maintaining electronic records of background information (e.g., literature citations and summaries), formal communications materials (e.g., M.S.

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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 contract will be the property of EPA. Electronic and written communications products produced under this contract will be the property of the U.S. Environmental Protection Agency. The selected candidates shall perform duties as requested, according to specifications and instructions provided by the mentor. Location: These jobs will be located at EPA's facility in Washington, DC. Salary: Selected applicants will become temporary employees of ORAU and will receive an hourly wage of \$21.48 for hours worked. Travel: Occasional overnight travel may be required. Expected Start Date: The positions are full time and expected to begin in April 2016. The selected applicant will be a temporary employee of ORAU working as a contractor to EPA. The initial project is through May 14, 2016, followed by up to four (4) additional 12-month optional periods. For more information, contact EPAjobs@orau.org. Do not contact EPA directly.

**Qualifications Eligible applicants must:**

- be at least 18 years of age and
- have earned a recent (within the last 24 months) Bachelor's degree in biology, public health, toxicology, or related science disciplines; 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.*

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

The applicant shall:

- Have experience in both human health and ecological risk assessment,
- Have experience translating scientific information to the lay public,
- Have strong communications skills (both orally and in writing). (A writing sample demonstrating the candidate's ability to summarize and describe technical information is required for evaluation.),
- Have excellent proofreading and editing skills,
- Have strong leadership and organizational skills, including demonstrated ability to handle multiple assignments with competing deadlines,
- Have excellent interpersonal skills,
- Have advanced skills with Microsoft Office applications (Excel, PowerPoint, Word, Outlook), and
- Have experience with some form of graphic design software (e.g., Adobe Illustrator, Adobe InDesign, Microsoft Visio, Microsoft Publisher).

**How to apply:**

Submit application and supporting documents by clicking on Apply Now button.

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For more information, contact [EPAjobs@orau.org](mailto:EPAjobs@orau.org). Do not contact EPA directly.

- Eligibility Requirements**
- **Citizenship:** LPR or U.S. Citizen
  - **Degree:** Bachelor's Degree, Master's Degree, or Doctoral Degree received within the last 24 month(s).
  - **Discipline(s):**
    - **Chemistry and Materials Sciences** ([12](#) 👁)
    - **Communications and Graphics Design** ([1](#) 👁)
    - **Earth and Geosciences** ([21](#) 👁)
    - **Environmental and Marine Sciences** ([14](#) 👁)
    - **Life Health and Medical Sciences** ([45](#) 👁)
    - **Mathematics and Statistics** ([10](#) 👁)
    - **Other Non-Science & Engineering** ([5](#) 👁)
    - **Physics** ([16](#) 👁)
    - **Social and Behavioral Sciences** ([28](#) 👁)

**Affirmation** I certify that I am at least 18 years of age; a recent graduate with a bachelor's degree in biology, public health, toxicology, or related science disciplines; a citizen of the United States of America or a Legal Permanent Resident; and not a current employee of EPA ORD or the spouse or child of an EPA ORD employee.

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