

**Opportunity Title:** Administrative and Communications Support

**Opportunity Reference Code:** EPA-NSSC-0002-25

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

**Reference Code** EPA-NSSC-0002-25

**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 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 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 the following: 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?**

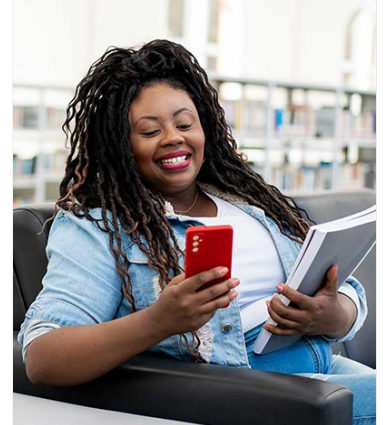
As a team member, you will assist the Partnerships Branch Chief and the Environmental Justice program lead in OSAPE with analytical and administrative duties required to support and maintain a robust program, including the administration, management, and communication of results and impacts resulting from ERPD activities. The student shall also assist others in ORD as needed.

**Management and Administrative responsibilities** will include:

- Researching and summarizing information relating to organization activities;
- Analyzing activities and processes for programs that the organization manages including the environmental justice program, international strategy development and scientific tools development;
- Maintaining records of meetings, correspondence, and actions, and maintaining a system to track projects in progress;
- Assisting in promoting and coordinating the use of web-based opportunities to foster collaboration among ORD scientists; and
- Other duties as assigned.



**ORAU Pathfinder**



Whether you are just starting your career or already at a senior level, ORAU offers internships, fellowships, research opportunities, and contract positions that can provide you with invaluable experience. Download the ORAU Pathfinder mobile app and find the right opportunity to propel you along your career path!

Visit ORAU Pathfinder [↗](#)



**Opportunity Title:** Administrative and Communications Support

**Opportunity Reference Code:** EPA-NSSC-0002-25

**Communications-related responsibilities** will include:

- Assisting with the logistics and coordination activities for briefings, meetings, workshops, and other collaborative efforts;
- Assisting in the development of oral presentations using graphics and other interactive formats;
- Assisting in developing summary analysis documents of results and impacts from the organization's activities;
- Facilitating the appropriate communication and outreach related to the organization's activities including, but not limited to creating one-page summaries, developing longer pieces based on directed background research, and developing communication materials for wider audiences; and
- Other duties as assigned.

**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 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, SharePoint, etc.) and
- Experience with graphic design software (InDesign, Photoshop, etc.).

**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 \$23.37 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 August 2023. 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.*

**Opportunity Title:** Administrative and Communications Support

**Opportunity Reference Code:** EPA-NSSC-0002-25

- 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 other closely related fields 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** ([11](#) )
    - **Communications and Graphics Design** ([6](#) )
    - **Environmental and Marine Sciences** ([14](#) )
    - **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 other closely related fields 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.

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