

Opportunity Title: Science and Policy Outreach Support
Opportunity Reference Code: EPA-NSSC-0002-05-9-18-23

Organization U.S. Environmental Protection Agency (EPA)

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

Description The EPA National Student Services Contract has an immediate opening for a full time Science and Policy Outreach 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).

What experience and skills will you gain?

As a team member, you will assist OSAPE with supporting the work of various science fora and workgroups, providing the following type of support:

- Support science and policy focused fora and workgroups by preparing, reviewing and editing scientific documents, and assisting with meeting planning and logistics, including preparation of scientific meeting materials and creating PowerPoint presentations;
- Works with OSAPE staff and across EPA to implement communication materials and outreach products (MS Word documents, PowerPoint presentations and Excel files), ensuring that target audiences are identified and that feedback is documented. This may include creating one-page scientific summaries, developing longer pieces based on directed background research, and surveys and survey responses;
- Prepare graphics or images using industry standard software and approaches (e.g. digital photos, graphic files-Illustrator, Photoshop and InDesign). Electronic information, images, data and written information prepared under this Statement of Work will be the property of EPA; and
- Perform other tasks as required to accomplish project objectives.

Required Knowledge, Skills, Work Experience, and Education

- Demonstrated education and/or experience in both science and communications field;



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- Demonstrated leadership skills and experience working in teams;
- Strong written, oral and electronic communication skills;
- Experience with Microsoft Office applications (i.e., Excel, PowerPoint, Word, Outlook), desktop publishing;
- Experience with methods of effective science communication;
- Experience working in a fast-paced environment with minimal guidance; and
- Exceptional communication, interpersonal, and leadership skills.

Desired Knowledge, Skills, Work Experience, and Education

- Course work in writing, communications, or a related field.

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 \$33.14 for hours worked.

Hours: Full-time.

Travel: Travel is not required.

Expected start date: The position is full time and expected to begin November 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. Do not contact EPA directly.






- Qualifications**
- Be at least 18 years of age **and**
 - Have earned at least a Master's Degree in a scientific field 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:** Master's Degree received within the last 24 month(s).
 - **Overall GPA:** 2.00
 - **Discipline(s):**
 - **Business** ([11](#) 👁)
 - **Chemistry and Materials Sciences** ([12](#) 👁)
 - **Communications and Graphics Design** ([6](#) 👁)
 - **Computer, Information, and Data Sciences** ([17](#) 👁)
 - **Earth and Geosciences** ([21](#) 👁)
 - **Engineering** ([27](#) 👁)
 - **Environmental and Marine Sciences** ([14](#) 👁)
 - **Life Health and Medical Sciences** ([48](#) 👁)

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- **Mathematics and Statistics** ([11](#) )
- **Other Non-Science & Engineering** ([13](#) )
- **Physics** ([16](#) )
- **Science & Engineering-related** ([2](#) )
- **Social and Behavioral Sciences** ([29](#) )

Affirmation I certify that I am at least 18 years of age; a recent graduate with at least a Master's Degree in a scientific field 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.