

Opportunity Title: EPA Air, Climate, & Energy Associate

Opportunity Reference Code: EPA-SSP-0004-10

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-SSP-0004-10

How to Apply

- Submit application and supporting documents by clicking on Apply Now button.
- *For more information, contact EPAjobs@orau.org. Do not contact EPA directly.*

Description The EPA Environmental Research and Business Support Program has an immediate opening for an EPA Air Climate & Energy Associate with the Office of Research and Development at the EPA Research Triangle Park facility in Raleigh-Durham, NC.


The Office of Research and Development (ORD) 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 through support of extramural awards to institutions across the country.


Housed within the Office of Research and Development, the Air, Climate, and Energy (ACE) National Research Program's mission is to conduct research and deliver scientific products that address the Agency's objective to protect public health and the environment. ACE Program Research focuses specifically on the impacts of climate change and air pollution, as well as the role of energy with regard to decision models and life-cycle impacts. To tackle increasingly complex problems, the ACE team employs innovative thinking and sustainable solutions to ensure a healthy and prosperous environment. See <https://www.epa.gov/air-research> and <https://www.epa.gov/climate-research>.

The candidate will assist the ACE National Program Director (NPD) and the ACE research team with the analytical and administrative duties required to support the operations of this robust and innovative program. Such duties include, but are not limited to, the administration, management, and communication of results and impacts emerging from ACE Research Program activities.

Management and Administrative responsibilities will include:


- Researching and summarizing information relating to air, climate, and energy research both within and beyond the ACE Program,
- Analyzing activities and processes to strengthen interactions with internal and external stakeholders,


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- Maintaining records of meetings, correspondence, and action documents, as well as maintaining a system for tracking projects in progress,
- Assisting in promoting and coordinating the use of web-based tools to foster collaboration among ORD scientists and Regional and Program Office Partners,
- Performing analyses of internal and external EPA web traffic using Google analytics and other built-in analytics reporting software, and
- Assisting with the development of metrics to evaluate impacts of ACE publications.

Communications-related responsibilities will include:

- Assisting with logistics and coordination activities for briefings, meetings, webinars, workshops, and other collaborative efforts,
- Producing graphics, visual aids, and other forms of interactive multimedia to be used by ACE team members when communicating complex research concepts and demonstrating the connections between ACE research and broader Agency goals,
- Assisting with the development of reports that summarize and analyze the results and impacts of ACE research activities,
- Supporting website development and maintenance using Drupal CMS and Microsoft SharePoint, and
- Facilitating communication and outreach related to ACE activities including: creating one-page summaries (including weekly highlight summaries for upper level management), developing longer pieces based on directed background research, and developing communication materials for wider audiences (e.g., fact sheets, blogs, podcasts).

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

Salary: Selected applicants will become temporary employees of ORAU and will receive an hourly wage of \$20.34 for hours worked.

Working Conditions: This position will involve work in an administrative setting and is not expected to involve exposure to hazardous elements.

Travel: Occasional overnight travel may be expected.

Expected Start Date: The position is full time and expected to begin June 2016. The selected applicant will be a temporary employee of ORAU working as a contractor to EPA. The initial contract period is through May 14, 2017, followed by three (3) additional 12 month option periods.

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EPA directly.

Qualifications **Eligible applicants must:**

- Be at least 18 years of age **and**
- Have earned a Bachelor's degree in environmental science, environmental policy or other closely related 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.

Required Knowledge, Skills, Work Experience, and Education

Successful candidates shall have:

- Experience writing for a lay audience about science, environmental issues, or public health concerns as evidenced by a writing sample,
- Experience managing web content using open-source content management systems,
- Experience with Adobe Creative Suite including Photoshop, Illustrator, or similar multimedia production software to preform video editing, audio editing, and data visualization,
- Advanced experience with Microsoft Office applications including Excel, PowerPoint, Word, & Outlook,
- Experience in administration support functions (recordkeeping, filing, etc.) and managing records (electronic and hardcopy) and databases,
- Strong leadership and organizational skills, including demonstrated ability to handle multiple assignments with competing deadlines,
- Strong proofreading and editing skills,
- Strong written, oral and electronic communication skills, and
- Motivation, initiative and ability to contribute as a valued team member.

Desired Knowledge, Skills, Work Experience, and Education

It is desirable for the candidate to have:

- Basic knowledge of HTML 5 is desired but not mandatory,

Eligibility Requirements

- **Citizenship:** LPR or U.S. Citizen
- **Degree:** Bachelor's Degree or Master's Degree received within the last 24 month(s).
- **Discipline(s):**
 - **Earth and Geosciences** (21 👁)
 - **Environmental and Marine Sciences** (14 👁)

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Affirmation I certify that I am at least 18 years of age; a recent graduate with a Bachelor's degree in environmental science, environmental policy or other closely related 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.

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