

Opportunity Title: Science Program Support

Opportunity Reference Code: EPA-NSSC-0002-27

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 Program Support position with the Office of Research and Development at the EPA facility in Washington, DC.

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) supports the Agency's Chief Scientist and integrates and coordinates science across ORD and the Agency, with key external partners, and into the regulatory process. Specifically, OSAPE:

- Provides Agency leadership on scientific integrity and human subjects research review and advice and vision on science and technology issues;
- Serves as ORD's lead on science policy issues and integrating scientific research and expertise into Agency decisions;
- Manages EPA's extramural research programs, challenges and prizes, and several external advisory boards; and
- Coordinates partnerships with tribes, other federal agencies and international organizations, and key state and local partners.

What experience and skills will you gain?

As a team member, you will assist with analytical and administrative duties required to support and maintain the various programs within OSAPE, including the administration, management and communication of results and impacts resulting from OSAPE activities. The team member will assist staff in the general development and distribution of OSAPE products.

- Analyze and synthesize processes and activities for programs that OSAPE manages.
- Work with OSAPE staff and across EPA to support and implement OSAPE programs.
- Write, edit, and develop a wide variety of communication materials, including talking points, briefing materials, memorandums, technical letters, press releases, desk statements, etc., at the appropriate level for the intended audience/recipient including EPA staff and management, and the public.
- Assisting with the logistics and coordination activities for briefings, meetings, workshops, and other collaborative efforts.
- Attend meetings/conferences as appropriate, taking minutes of action



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items.

- Professionally interact (e.g., in-person, e-mail, phone conversation) with all levels of Agency staff and management in addition to contractual staff and outside stakeholders.
- Keep OSAPE mentor informed at all times about projects, workload, meeting conflicts or changes, and challenges, as well as accomplishments and success encountered in all aspects of position.
- Other duties as assigned in support of OSAPE programs.

Required Knowledge, Skills, Work Experience, and Education

- Experience relevant to the environmental and/or human health fields;
- Experience writing about science, environmental issues, public health concerns or other technical or public policy subjects as evidenced by a writing sample;
- Strong communication skills (i.e., written, oral, telephone etiquette, presentation abilities), including effective multi-media technical communications;
- Proficiency with Microsoft Office applications (i.e., Excel, Access, PowerPoint, Word, Outlook, SharePoint and Project);
- Strong organizational skills and/or project management skills with the ability to handle pressure and multi-task in a fast-paced environment driven by deadlines and changing schedules;
- Interpersonal skills on a high level in order to handle sensitive and confidential information and situations. Position continually requires demonstrated poise, tact and diplomacy; and
- Excellent proofreading and editing skills.

Desired Knowledge, Skills, Work Experience, and Education

- Experience in Adobe applications (i.e., Photoshop, Illustrator, InDesign, Acrobat and Flash)

Location: This job will be located EPA's facility in Washington, DC.

Salary: Selected applicant will become a temporary employee of ORAU and will receive an hourly wage of \$24.68 for hours worked.

Hours: Full-time.

Travel: Infrequent overnight travel may be required,

Expected start date: The position is full time and expected to begin January 2024. The selected applicant will become a temporary employee of ORAU working as a contractor to EPA. The contract renews each May

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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 bachelor's degree in one of the following disciplines: life or physical sciences, engineering, public health, communications, business or policy disciplines 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:** Bachelor'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** ([51](#) )
 - **Mathematics and Statistics** ([11](#) )
 - **Other Non-Science & Engineering** ([13](#) )
 - **Physics** ([16](#) )
 - **Science & Engineering-related** ([2](#) )
 - **Social and Behavioral Sciences** ([30](#) )

Affirmation I certify that I am at least 18 years of age; a recent graduate with at least a Bachelor's degree in one of the following disciplines: life or physical sciences, engineering, public health, communications, business or policy disciplines 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.