

**Opportunity Title:** EPA Communications Associate

**Opportunity Reference Code:** EPA-SSP-0020-4

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

**Reference Code** EPA-SSP-0020-4

**Description** The EPA Environmental Research and Business Support Program has an immediate opening for an EPA Communications Associate 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 Research (NCER), part of the Office of Research and Development (ORD), supports high-quality research by the nation's leading scientists that will improve the scientific basis for decisions on national environmental issues and help EPA achieve its environmental goals.

Within NCER, the Communications Team is seeking one recently graduated student to assist the team with the logistical, administrative and written duties required to support and maintain the robust extramural research portfolio and communication outreach.

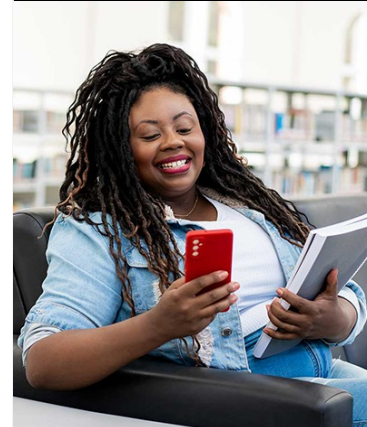
The selected candidate shall assist in the administration, management, and communication of NCER grant/contract research program as follows:

**Management and Administrative responsibilities will include:**

- Assisting with the management of NCER's event calendar by collecting information and updates on events and writing event descriptions for public posting and internal/external outreach,
- Assisting in coordinating the review/approval process for all drafted written/visual products through multiple levels within NCER,
- Assisting in developing, formatting and organizing various presentations and documents,
- Assisting in basic research duties to develop news items and summarizing outputs,
- Acting as communications liaison within NCER and participating in weekly NCER staff meetings of each Division to ensure that NCER's work is effectively communicated and to keep the communication team aware of upcoming division outputs and meetings,
- Assisting in the planning, organizing and supporting of communication aspects of scientific workshops and grantee progress reviews and kickoff meetings including conducting media scrubs prior to the meeting,
- Monitoring and tracking press coverage and congressional interest using Vocus and other search venues, and use this information to create multimedia and communication products for the NCER internet and intranet sites,
- Assisting in promoting and coordinating the use of web-based opportunities to foster collaboration among ORD scientists, and



**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:** EPA Communications Associate

**Opportunity Reference Code:** EPA-SSP-0020-4

- Supporting website content development and reviews for intranet and internet. Assisting NCER webmaster in maintaining and developing new webpages as needed.

**Communications-related responsibilities will include:**

- Drafting communication products to support communication plans and campaigns. (These products include press releases, trifold, posters, brochures, presentations, fact sheets, announcements, internal and external messaging, talking points, Q+A sheets, web blurbs, desk statements, and event listings.),
- Drafting visual communication products to support communication plans and campaigns. (These products include graphics, banners, and flyers,
- Assisting with developing and maintaining NCER's social media presence through drafting social media posts for various platforms.),
- Working with NCER staff on improving communication of scientific information and improving interactions between scientists and the media, e.g. through online meetings and seminars hosted by NCER, and
- Developing and maintaining content on NCER's intranet and internet to ensure information is up to date and in line with NCER and Agency messaging and communication objectives.

**Location:** This job 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 \$21.80 for hours worked.

**Travel:** Occasional overnight travel may be expected.

**Expected Start Date:** The position is full-time and expected to begin in June 2016. The initial project is through May 14, 2017, and may be renewable for an additional (3) 12-month optional periods.

**Working Conditions**

The selected candidate shall be supervised by a mentor who will provide day-to-day direction, as well as coach, advise and counsel the candidate, and review his/her work. The mentor for this position will be a federal EPA employee.

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

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

**Qualifications Eligible applicants must:**

- Be at least 18 years of age **and**
- Have earned at least a Bachelor's degree in one of the following disciplines: Communications, Public Relations, Journalism, or related disciplines from an accredited university or college within the last 24

**Opportunity Title:** EPA Communications Associate

**Opportunity Reference Code:** EPA-SSP-0020-4

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:

- Strong communication skills (written, oral, telephone etiquette, presentation abilities), including effective multi-media technical communications,
- Proficiency with Microsoft Office applications including Excel, PowerPoint, Word, and Outlook,
- Ability to handle pressure and multi-task in a fast-paced environment driven by deadlines and changing schedules,
- Independent judgment to plan, prioritize, and organize diversified workload,
- Interpersonal skills on a high level in order to handle sensitive and confidential information and situations. Position continually requires demonstrated poise, tact and diplomacy,
- Experience in administration support functions and managing records or databases, and
- Excellent proof reading and editing skills.

**Desired Knowledge, Skills, Work Experience, and Education**

It is desirable for candidates to have:

- Experience in Adobe applications, and
- Experience involving the management of research programs and/or scientific communication.

**How to apply:**

- Submit application and supporting documents by clicking on Apply Now button.
- *For more information, contact [EPAjobs@ornl.gov](mailto:EPAjobs@ornl.gov). Do not contact EPA directly.*

<b>Eligibility Requirements</b>	<ul style="list-style-type: none"><li>• <b>Citizenship:</b> LPR or U.S. Citizen</li><li>• <b>Degree:</b> Bachelor's Degree or Master's Degree received within the last 24 month(s).</li><li>• <b>Discipline(s):</b><ul style="list-style-type: none"><li>◦ <b>Business</b> (2👁)</li><li>◦ <b>Communications and Graphics Design</b> (6👁)</li><li>◦ <b>Other Non-Science &amp; Engineering</b> (1👁)</li></ul></li></ul>
---------------------------------	--

**Affirmation** I certify that I am at least 18 years of age; a recent graduate (within 24 months) with at least a Bachelor's degree in one of the following

**Opportunity Title:** EPA Communications Associate

**Opportunity Reference Code:** EPA-SSP-0020-4

disciplines: Communications, Public Relations, Journalism, or related disciplines from an accredited university or college within the last 24 months; 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.