

Opportunity Title: Program Assistant at EPA

Opportunity Reference Code: EPA-NSSC-0008-51

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 Program Assistant at EPA position with the Office of Research and Development at the EPA facility in Edison, NJ.

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 Center for Environmental Solutions and Emergency Response (CESER) plans, coordinates and conducts an applied, customer-driven, national research and development program to improve decision making by EPA, federal, state, tribal and local agencies, when faced with challenging environmental problems in the built environment. The CESER Immediate Office (IO) is led by the Director, Deputy Director for Management, and Chief of Staff.

What experience and skills will you gain?

As a team member, you will work in the CESER IO and support the Senior Scientist for Community Research and executive lead of EPA's Community-Engaged Research Collaborative for Learning and Excellence (CERCLE) as a full-time Program Assistant.

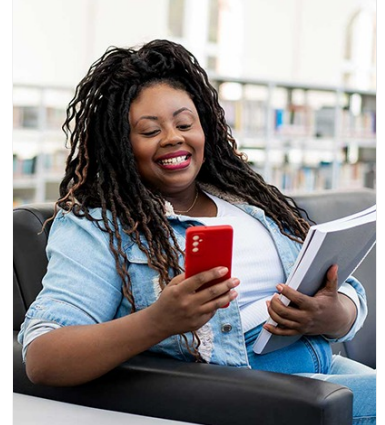
EPA's CERCLE will help bring EPA's science into alignment with the needs of local, underrepresented, or underserved communities. The community, along with EPA, will co-produce actionable knowledge and sustainable solutions. The applied, collaborative, and community-based research conducted through CERCLE will serve as a model and resource for addressing community challenges nationwide, including environmental justice, climate adaptation, and community resilience.

The team member will perform a wide variety of analytical, communication, and administrative duties as described below:

- Research and summarize information relating to environmental science and policy.
- Conduct project management tasks, such as attending planning meetings, maintaining records of meetings and correspondence (including those that are technical in nature), managing deadlines, updating systems and databases, and maintaining a system to track projects and other action items in process to ensure completion of outputs/deliverables.
- Organize and support scientific workshops, community-based and/or



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stakeholder meetings, conferences, and on-site meetings, including assisting with logistics and other coordination activities.

- Assist CERCLE team in the development of 1) written products procedures, reports, synthesis documents, documentation of yearly impacts; 2) and oral presentation materials for broad audiences on topics, results, and impacts using graphics, data visualization techniques, and other interactive formats.
- Maintain a central calendar of CERCLE's significant research activities and events/meetings.
- Provide general assistance to all members of the CERCLE team, as applicable, (e.g., developing correspondence, scheduling meetings, responding to CERCLE inquiries, copying, deliveries, mail-outs, etc.).

The team member will perform duties, as requested, according to specifications and instructions provided by the mentor. All necessary instructions and training will be provided by the EPA mentor.

Required Knowledge, Skills, Work Experience, and Education

- Experience working in teams;
- Strong communication skills (i.e., written, oral, telephone etiquette, presentation abilities);
- Advanced proficiency with Microsoft Office applications (i.e., Excel, PowerPoint, Word, Outlook, and Access);
- Excellent notetaking, proof reading, and editing skills;
- High level of attention to detail; and
- Strong organizational skills, including demonstrated ability to handle multiple assignments with competing deadlines.

Desired Knowledge, Skills, Work Experience, and Education

- Spanish language proficiency.

Location: This job will be located EPA's facility in Edison, NJ.

Salary: Selected applicant will become a temporary employee of ORAU and will receive an hourly wage of \$25.70 for hours worked.

Hours: Full-time.

Travel: Occasional local and overnight travel may be required.

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

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 environmental and/or marine sciences, public health/health sciences, social science (e.g., anthropology, sociology, geography, political science, etc.), social work,

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science communications, or a 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.

- 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 environmental and/or marine sciences, public health/health sciences, social science (e.g., anthropology, sociology, geography, political science, etc.), social work, science communications, or a 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.

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