

Opportunity Title: EPA Communications Specialist

Opportunity Reference Code: EPA-SSP-0004-12

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-SSP-0004-12

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 Background:

The EPA Environmental Research and Business Support Program has an immediate opening for a part-time EPA Communications Specialist with the Office of Research and Development at the EPA facility in Cincinnati, Ohio.

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 Director of the Environmental Technology Innovation Cluster Development and Support Program (ETICP) within The Office of Research and Development (ORD) at EPA works to stimulate sustainable solutions to environmental problems. The program develops and encourages new ideas throughout the ORD research program.

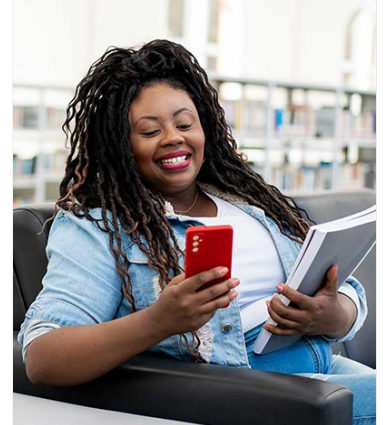
The candidate will assist the Director and the program with the communication duties required to support and maintain a robust innovation program, including the administration, management, and communication of results and impacts resulting from the programs activities.

Communications-related responsibilities will include:

- Assisting in developing and implementing the ETICPs social media strategy to define programs that use social media marketing techniques to increase program visibility
- Assisting in writing and editing press/news releases, letters, speeches, stories, fact sheets, prepares media kits in accordance with Agency policy
- Assisting in preparing briefing documents and other summaries on key organizations and other documents as needed in preparation for individual meetings
- Conducting literature searches and reviews
- Assisting in managing social media campaigns and day-to-day posting activities
- Monitoring trends in social media tools and applications and applying that knowledge to increase the use of social media for program messaging
- Assisting in coordinating EPA communication with other external organizations.
- Effectively conveying program goals, objectives, upcoming events and



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Location: This job will be located at EPA's facility in Cincinnati, Ohio.

Salary: Selected applicants will become temporary employees of ORAU and will receive an hourly wage for hours worked at a rate of \$20.80 per hour.

Travel: Occasional overnight travel may be required.

Expected Start Date: The position is part-time up to 20 hours per week and expected to begin August 2016. The initial project is through May 14, 2017, followed by up to three (3) 12-month optional periods.

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Qualifications Eligible applicants must:

- Be at least 18 years of age and
- Have at least a bachelor's degree in communications, business, physical sciences, biological sciences, environmental sciences, environmental policy or other closely related field within the last 24 months and
- Be a US citizen 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 candidate will have:

- Experience with website management and maintenance
- Experience writing for a lay audience about science, environmental issues or public health concerns as evidenced by a writing sample
- Experience with Adobe and Microsoft graphic design software including one or more of the following: Illustrator, InDesign, and/or Visio
- Proficiency with Microsoft Office applications including Excel, PowerPoint, Word, and Outlook
- Strong communication skills (i.e., written, oral, presentation abilities), including effective multi-media technical communications
- 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

Desired Knowledge, Skills, Work Experience, and Education

It is desirable that the candidate will have experience in social media planning and management.

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- 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):**
 - **Business** ([11](#) 👁)
 - **Chemistry and Materials Sciences** ([12](#) 👁)
 - **Communications and Graphics Design** ([6](#) 👁)
 - **Earth and Geosciences** ([21](#) 👁)
 - **Engineering** ([27](#) 👁)
 - **Environmental and Marine Sciences** ([14](#) 👁)
 - **Life Health and Medical Sciences** ([45](#) 👁)
 - **Physics** ([16](#) 👁)
 - **Social and Behavioral Sciences** ([1](#) 👁)

Affirmation I certify that I am at least 18 years of age; have at least a bachelor's degree in communications, business, physical sciences, biological sciences, environmental sciences, environmental policy or other closely related field 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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