

**Opportunity Title:** EPA Communications Associate

**Opportunity Reference Code:** EPA-SSP-0006-4

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

**Reference Code** EPA-SSP-0006-4

**How to Apply** **How to apply:**

Submit application and supporting documents by clicking on Apply Now button.


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


**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 Research Triangle Park, NC.

The Office of Research and Development at the EPA supports 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.

EPA's National Exposure Research Laboratory (NERL), Office of Research and Development (ORD), located in Research Triangle Park, North Carolina, is a scientific organization responsible for carrying out EPA's mission to protect human health and the environment by developing and applying innovations in exposure science. NERL provides scientific leadership, understanding, and tools necessary to quantify exposure for humans and ecosystems. This involves describing the characteristics of the environment, the movement of stressors and human/ecological receptors in the environment, and the exposure that results from contact between stressors and human/ecological receptors. NERL scientists inform sustainable solutions to complex environmental problems by producing exposure methods, models, and data used by the Agency for problem formulation and scoping, to analyze risks and potential solutions, and to evaluate progress toward intended outcomes. NERL has six research divisions; two are located in Research Triangle Park, North Carolina; two in Cincinnati, Ohio, and one each in Las Vegas, Nevada, and Athens, Georgia.


The selected candidate shall provide support for a variety of special assignments and projects involving external and internal communications for the U.S. EPA's National Exposure Research Laboratory (NERL), including developing science features, news releases, web content, social media, video and still photography, and graphic design. There will be a heavy emphasis on environmental science writing for web and print products. He/she will have access to government equipment, including computers


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and printers as needed to complete assignments.

**Responsibilities will include:**

Based on assignments received, the candidate shall:

- Assist with development of internal and external web content explaining the public health and environmental protection impact of NERL research. Write and edit communications materials for posting on EPA and NERL Internet and Intranet sites. Web products include science features, research summaries, online newsletters, program overviews, Q & A's, researcher bios, and web videos. External web content shall be written so it is engaging and understandable to the general public.
- Assist NERL Communications Lead and EPA Office of Public Affairs in providing media representatives with timely, accurate information about NERL research. Assist in writing products for print and broadcast news media, and social media explaining the public health and environmental protection impact of NERL research. Products include press releases, media advisories, press kits, Q& A's, key messages, and other related products.
- Work with NERL Communications Lead to develop a variety of communications materials explaining the public health and environmental protection impact of NERL research, including articles for consumer publications, trade journal articles, communications plans, talking points, blogs, social media posts (for EPA's Twitter and Facebook accounts), fact sheets, brochures, PowerPoint presentations, videos, etc.
- Assist with event planning for lab participation in conferences, workshops, stakeholder meetings, and other public events. This includes preparation of posters and other display materials, development of science demonstrations and PowerPoints, and development of fact sheets and other communications materials that explain the impact of EPA's research.
- Take photos and videos of our scientists and science projects acceptable for posting to NERL/EPA websites, blogs, Twitter, Facebook, or for using in PowerPoint presentations and posters.
- Perform special editing, writing and/or information-gathering assignments at the request of the NERL Communications Team Lead.
- When appropriate, prepare and maintain electronic records of background information (e.g., literature citations and summaries), formal communications materials (e.g., M.S. Word documents, PowerPoint presentations), and images used in communications materials (e.g., digital photos, and Illustrator and Photoshop files). Background information, images, data and written information prepared under this Statement of Work will be the property of EPA.

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

**Salary:** The selected applicant will become a full time temporary employee of ORAU and will receive an hourly wage of \$27.72 for hours worked.

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

**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 student, and review the student contractor's work.

**Expected Start Date:** The position start date is September 2016. The selected applicant will be temporary employees of ORAU working as a contractor to EPA. The initial contract period is through May 14, 2017. EPA may elect to renew the contract for an additional three 12-month optional periods.

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**Qualifications**      **Eligible applicants must:**

- Be at least 18 years of age **and**
- Have earned at least a Master's Degree in Journalism, English, Communications, Technical Communications or a 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 will have:

- Experience writing for a lay audience about science, environmental issues, public health concerns and other technical issues, as evidenced by a writing sample,
- Experience interviewing individuals to gather information for articles, and
- Strong communications skills (verbally and in writing) in the English language.



**Eligibility Requirements**

- **Citizenship:** LPR or U.S. Citizen
- **Degree:** Master's Degree or Doctoral Degree received within the last 24 month(s).

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- **Overall GPA:** 2.00
- **Discipline(s):**
  - **Communications and Graphics Design** (6 )
  - **Other Non-Science & Engineering** (4 )

**Affirmation** I certify that I am at least 18 years of age; a recent graduate with at least a Master's Degree in Journalism, English, Communications, Technical Communications or a 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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