

Opportunity Title: EPA Management Assistant
Opportunity Reference Code: EPA-SSP-0004-11

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-SSP-0004-11

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 an EPA Management Assistant with the Office of Research and Development at the EPA facility in Research Triangle Park.

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.

The candidate shall assist the director and deputy director of the Sustainable and Healthy Communities (SHC) Research Program, which supports sustainable solutions to environmental problems. The candidate shall provide administrative and communication support to the deputy and SHC team. This work includes creating developing plain-language descriptions of scientific research, which will be shared within and outside of EPA. The student shall also assist in tracking and reporting EPA research that addresses environmental justice. The student may also participate in cross-Agency discussions on scientific activities and priorities related to environmental justice.

Management and Administrative responsibilities shall include:

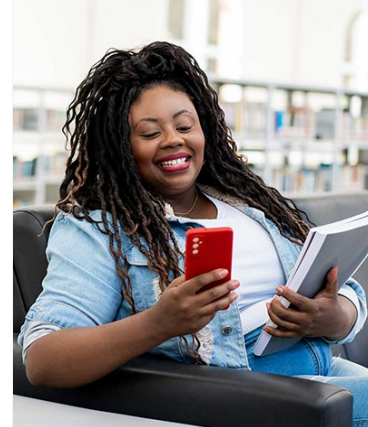
- Assisting with identifying and facilitating approaches for tracking environmental justice and sustainable community related research
- Maintaining a system to track projects in progress
- Maintaining records of meetings, correspondence, and documents
- Assisting in promoting and coordinating the use of web-based and other mechanisms that promote collaboration among ORD scientists
- Analyzing activities and processes across the federal government
- Assisting with the logistics and coordination activities for briefings, meetings, workshops, and other collaborative efforts

Communications-related responsibilities will include:

- Assisting the team in developing presentations
- Assisting in developing documents that summarize research activities
- Assisting with facilitating the appropriate communication and outreach related to environmental justice and community sustainability related activities including: creating one-page summaries, developing longer pieces based on directed background research, and developing



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communication materials for wider audiences

- Summarizing research for sharing with EPA audiences, communities, governments and other organizations

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 \$20.65 for hours worked.

Travel: Occasional overnight travel may be required.

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

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

Expected Start Date: The position start date is November 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 bachelor's degree in environmental science, environmental policy, public policy, urban and regional planning, sociology, geography, education, communications, business administration, 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, or public health concerns, as evidenced by a writing sample focusing on one of these areas.
- Strong leadership, time management, and organizational skills, including demonstrated ability to handle multiple assignments with competing deadlines. Note that leadership, time management, and organizational skills are the critical requirements for this position.
- Experience in administration support functions (recordkeeping, filing,

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etc) and managing records (electronic and hardcopy) or databases.

- Advanced skills with Microsoft Office applications including Excel, PowerPoint, Word, & Outlook.
- Strong written, oral, and electronic communication skills.
- Strong proofreading and editing skills.

Desired Knowledge, Skills, Work Experience, and Education

It is desirable, but not required, for the candidate to have experience with Microsoft Access or project management software.

- 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](#) )
 - **Communications and Graphics Design** ([6](#) )
 - **Earth and Geosciences** ([21](#) )
 - **Environmental and Marine Sciences** ([14](#) )
 - **Other Non-Science & Engineering** ([1](#) )
 - **Social and Behavioral Sciences** ([4](#) )

Affirmation I certify that I am at least 18 years of age; have earned at least a bachelor's degree in environmental science, environmental policy, public policy, urban and regional planning, sociology, geography, education, communications, business administration, or a related field of study or am a recent college graduate within the last 24 months from an accredited university or college; 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.