

Opportunity Title: Marketing Coordinator at EPA

Opportunity Reference Code: EPA-SSP-0002-2

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-SSP-0002-2

Description The EPA Environmental Research and Business Support Program has an immediate opening for a Marketing Coordinator position with the Office of Research and Development at the EPA facility in Washington, DC.

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 Office Science Policy (OSP) within ORD is responsible for coordinating and integrating EPA's research and technology into agency decisions. Within OSP, the Program Support staff provides information and expert judgement on the application of science and science policy in agency regulatory activities. The Regional Science Program staff link ORD science with EPA's regional offices and provide technical support on high-priority regional science issues. The office is responsible for managing EPA's Board of Scientific Counselors, a federal advisory committee that provides advice to ORD on scientific and management issues. In addition, OSP staff provides coordination services for ORD in the areas of environmental justice, tribal science, and international activities. Communicating the results and impacts of activities from all levels of OSP to our partners both within and outside the agency is critical to the mission of our office.

The selected candidate shall provide support primarily with technical writing and editing, document formatting, and data entry.

Responsibilities will include, but are not limited to:

- Assisting in the developing and maintaining weekly and monthly activities reports,
- Developing outreach materials for both internal and external communications efforts,
- Performing data entry and reporting using various EPA and OSP systems,
- Assisting with special projects including poster production and annual reports,
- Providing general administrative support (word processing, spreadsheets, copying, mailing, scheduling),
- Assisting with the development and maintenance of divisional reports, and
- Participating in meetings, conferences and seminars as appropriate.

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.

Hours: Full-Time



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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.

Travel: Occasional overnight travel may be required.

Expected Start Date: The position is full time and expected to begin December 2016. The selected applicant will be a temporary employee of ORAU working as a contractor to EPA. The initial contract period is through May 14, 2017, followed by three (3) additional 12 month option periods.

For more information, contact 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 Communications or related field of study 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 candidate shall have:

- Experience working in teams,
- 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,
- Advanced skills with Microsoft Office applications including Excel, PowerPoint, Word, & Outlook,
- Experience in administration support functions (recordkeeping, filing, etc.) and managing records (electronic and hardcopy) or databases,
- Strong leadership and organizational skills, including demonstrated ability to handle multiple assignments with competing deadlines,
- Strong proof reading and editing skills, and
- Strong written, oral and electronic communication skills.

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.*

Eligibility Requirements	<ul style="list-style-type: none">• Citizenship: LPR or U.S. Citizen• Degree: Bachelor's Degree, Master's Degree, or Doctoral Degree.
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• **Discipline(s):**

- **Business** ([11](#) )
- **Communications and Graphics Design** ([6](#) )
- **Earth and Geosciences** ([21](#) )
- **Environmental and Marine Sciences** ([14](#) )
- **Life Health and Medical Sciences** ([45](#) )
- **Social and Behavioral Sciences** ([2](#) )

Affirmation I certify that I am at least 18 years of age; a recent graduate with at least a Bachelor's Degree in Communications or related subjects field of study 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.