

**Opportunity Title:** Research Communications Support Associate at EPA

**Opportunity Reference Code:** EPA-SSP-0004-7R-4-4-17

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

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**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 a Research Communications Support Associate with the Office of Research and Development at the EPA Research Triangle Park facility in Raleigh-Durham, NC.


The Office of Research and Development (ORD) 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 through support of extramural awards to institutions across the country.


The ORD science communications staff communicates results and outcomes of EPA research to stakeholders, promotes a broad public understanding of the science that is used to make environmental decisions, and builds national support for the Agency's research programs. Science communications is an essential and integral component of communicating ORD's mission to provide sound science for environmental decision making.

EPA ORD communications staff provides strategic support to senior leaders and staff at all stages of a communications activity or issue. The Science Communications Team in ORD works collaboratively with its National Research Programs, Labs, Centers and Offices to develop and implement communications programs and activities for ORD.

ORD science communication staff coordinates, plan, develop and review all communications products and coordinate their review and release with EPA's Office of Public Affairs.



The selected candidate shall provide support for a variety of special assignments and projects involving external and internal communications for the ORD Communications Team, including developing communication plans, 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 digital and print products. The candidate shall have access to government equipment, including computers and printers as needed to complete assignments.


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**Based on Assignments, the Candidate Shall:**

- Assist with development of internal and external web content explaining the public health and environmental protection impact of ORD research. Write and edit communications materials for posting on EPA and ORD 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. Providing assistance with logistical support and planning for ORD sponsored workshops, meetings, webinars, conferences and other events, including identifying meeting space and access requirements, as well as teleconference and A/V capability.
- Assist ORD Communications Leads and EPA Office of Public Affairs in providing media representatives with timely, accurate information about ORD research. Write products for print and broadcast news media, and social media explaining the public health and environmental protection impact of ORD research. Products include press releases, media advisories, press kits, Q & A's, key messages, and other related products.
- Provide graphic design support for ORD including designing and laying out web pages, infographics, posters, brochures, conference display materials, fact sheets and PowerPoint presentations.
- Work with ORD Communications Leads to develop communication strategies that include a variety of communications materials explaining the public health and environmental protection impact of ORD research including articles for consumer publications, trade journal articles, communications plans, talking points, blogs, social media posts (for ORD's s Twitter and Facebook accounts and amplification for EPA's main, Regional and Program social media accounts that also include; Instagram and pinterest), fact sheets, brochures, PowerPoint presentations, videos, infographics etc.
- Be responsible for assisting with the planning and development of strategic social media and digital initiatives based upon the Office of Research and Development's (ORD) work for EPA social media accounts with an emphasis on the ORD's social platforms. The candidate will make recommendations for SM innovative and timely tactics and approaches; be responsible for social media benchmarking, monitoring and analysis of social media trends and impact. He/she should be prepared to fact-check with subject matter experts for content to respond to questions via social platforms. He/she should take initiative to propose campaigns and options for social media compliments to ongoing traditional media outreach and

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efforts in ORD.

- Assist with event planning for ORD 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 ORD/EPA websites, blogs, Twitter, Facebook, YouTube, or for using in PowerPoint presentations and posters.
- Perform special editing, writing and/or information-gathering assignments at the request of the ORD Communications Leads.
- 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) when appropriate.

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

**Hours:** Full Time

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

**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 selected candidate, and review his/her work.

**Expected Start Date:** The position start date is May 2017. The selected applicant will be a temporary employee of ORAU working as a contractor to EPA. The initial contract period is through May 14, 2018. EPA may elect to renew the contract for an additional two (2) 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 graphic design, journalism, English, communications, technical communications, or a related field from an accredited

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- 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 shall have:

- Previous work or volunteer experience writing for the general public about science, environmental issues, public health concerns or other technical issues,
- Experience interviewing individuals to gather information for articles; and with graphic design,
- Ability to communicate in the English language in a proficient manner (verbally and in writing), and
- Outstanding written communications skills as demonstrated by a writing sample.

### **Eligibility Requirements**

- **Citizenship:** LPR or U.S. Citizen
- **Degree:** Bachelor's Degree, Master's Degree, or Doctoral Degree received within the last 24 month(s).
- **Discipline(s):**
  - **Communications and Graphics Design** (6 )
  - **Environmental and Marine Sciences** (13 )
  - **Social and Behavioral Sciences** (2 )

### **Affirmation**

I certify that I am at least 18 years of age; have earned at least a Bachelor's degree in graphic design, 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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