

Opportunity Title: Environmental Management Support at EPA

Opportunity Reference Code: EPA-SSP-0030-1

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-SSP-0030-1

How to Apply **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 The EPA Environmental Research and Business Support Program has an immediate opening for an Environmental Management Support position with the Office of Research and Development at the EPA's 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.

ORD's National Homeland Security Research Center (NHSRC) office in Washington, D.C. supports inter-agency and intra-office engagements that leverage other organizations' resources to achieve the Center's mission to protect water infrastructure and decontaminate buildings and public areas from the contamination resulting from hazardous incidents and natural disasters. Researchers in the D.C. office also support community resilience planning and indicators development, federal health and environmental protection policy implementation and stakeholder and program office relationship management.

The selected candidate shall assist senior staff and managers in the NHSRC-D.C. office with the analytical and administrative duties required to support and maintain a robust research, technology development and stakeholder engagement program, including the administration, management, and communication of results and impacts resulting from the Center's research and technology testing and evaluation programs.

Management and Administrative responsibilities shall include:

- Supporting NHSRC's leadership team in identifying collaborative research and technology development projects;
- Researching and summarizing information relating to innovative activities in risk management, biosecurity policy, and resilience in companies, communities, government, and other organizations;
- Assisting with research tasks, which may include but is not limited to data management or literature reviews;
- Analyzing activities and processes across the federal government related to "all hazards" disaster and incident preparedness, response, recovery and community resilience;
- Drafting meeting agendas, and maintaining files and records of



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meetings, correspondence, action documents, and a database to track stakeholder engagements;

- Assisting EPA's Institutional Contact for Dual Use Research of Concern and/or EPA's Dual Use Research of Concern Institutional Review Entity;
- Producing webinars, written and digital communications, using social media and standard EPA software;
- Assisting in promoting and coordinating the use of web-based opportunities to foster collaboration among ORD and other EPA scientists; and,
- Working with NHSRC administrative support in Research Triangle Park, NC and Cincinnati, OH and facilities staff in DC to support DC staffs' administrative needs.

Communications-related responsibilities shall include:

- Assisting with the logistics and coordination activities for briefings, meetings, workshops, and other collaborative efforts, including reserving meeting rooms and VTC and setting up/running webinars;
- Assisting D.C.-based staff in developing oral and visual presentations of program results and impacts using graphics and other interactive formats;
- Assisting in developing summary documents of results and impacts from program activities; and
- Assisting in developing appropriate communication and outreach materials related to program activities including: creating one-page summaries developing longer pieces based on directed background research, and developing communication materials for wider audiences.

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 \$22.13 for hours worked.

Hours: Full time.

Travel: Occasional overnight travel (at government expense) may be required.

Expected Start Date: The position is full time and expected to begin in October/November 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.

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.

This position will involve work in an administrative setting and is not expected to involve exposure to hazardous elements or the use of heavy or laboratory equipment

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directly.

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, social science, environmental health or other closely 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

The applicant shall have:

- Experience writing in plain language for non-technical audiences about science, environmental issues or public health concerns as evidenced by a writing sample;
- Strong research and analytical skills; an ability to synthesize large volumes of technical data and information in easy to understand prose and formats;
- Advanced skills and experience with Microsoft Office applications including Excel, PowerPoint, Word, and Outlook;
- Strong leadership, organizational skills, and collaborative work skills, including demonstrated ability to handle multiple assignments with competing deadlines;
- Proof-reading and editing skills; and,
- Strong written, oral and electronic communication skills.

Desired Expertise, Skills, Education, and/or Experience:






It is desirable for candidates to possess

- Experience with Adobe and Microsoft graphic design software such as Illustrator, InDesign, and Visio, making and/or producing videos.
- Experience with administrative support functions (project tracking, recordkeeping, filing, etc.) and database management for example, Microsoft Access, Salesforce or other customer relationship management software).

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| Eligibility Requirements | <ul style="list-style-type: none">• 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):<ul style="list-style-type: none">◦ Chemistry and Materials Sciences (12👁)◦ Communications and Graphics Design (1👁) |
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- **Earth and Geosciences** ([21](#) )
- **Environmental and Marine Sciences** ([14](#) )
- **Life Health and Medical Sciences** ([45](#) )
- **Other Non-Science & Engineering** ([5](#) )
- **Social and Behavioral Sciences** ([28](#) )

Affirmation I certify that I am at least 18 years of age; a recent graduate with at least a Bachelor's degree in environmental science, environmental policy, social science, environmental health or other closely-related field 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.

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