

**Opportunity Title:** Sustainable and Healthy Communities Management Support  
at EPA

**Opportunity Reference Code:** EPA-SSP-0004-11R-4-17-18

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

**Reference Code** EPA-SSP-0004-11R-4-17-18

**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 Sustainable and Healthy Communities Management Support position 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 selected candidate shall assist the director and deputy director of the Sustainable and Healthy Communities (SHC) Research Program, which supports sustainable solutions to environmental problems. He/she 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. He/she shall also assist in tracking and reporting EPA research that addresses environmental justice. The selected candidate 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; and
- Assisting with the logistics and coordination activities for briefings, meetings, workshops, and other collaborative efforts.


**Communications-related responsibilities will include:**


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- 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 communication materials for wider audiences; and
- 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 \$21.27 for hours worked.

**Hours:** Full-Time

**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 May 2018. The selected applicant will be temporary employees of ORAU working as a contractor to EPA. The initial contract period is through May 14, 2019. EPA may elect to renew the contract for an additional one 12-month optional period.

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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*

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*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, 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; and
- 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, Master's Degree, or Doctoral Degree received within the last 24 month(s).
- **Discipline(s):**
  - **Business** (4 )
  - **Communications and Graphics Design** (6 )
  - **Engineering** (1 )
  - **Environmental and Marine Sciences** (2 )
  - **Other Non-Science & Engineering** (7 )
  - **Social and Behavioral Sciences** (28 )

### **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 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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