

Opportunity Title: Environmental Outreach Executive Support at EPA

Opportunity Reference Code: EPA-SSP-0004-18

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-SSP-0004-18

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 Outreach Executive Support position with the Office of Research and Development at the EPA's facility in Washington, DC.

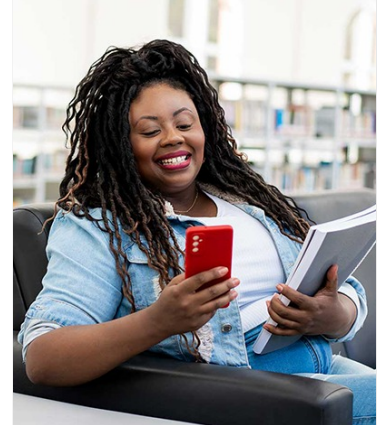
The Office of Research and Development at the EPA supports high-quality research to improve the scientific basis for decisions on national environmental issues and help EPA achieve its environmental goals. Research is conducted in a broad range of environmental areas by scientists in EPA laboratories and at universities across the country.

The staff of the Immediate Office of the Assistant Administrator (IOAA) for Research and Development provides direct support to the Assistant Administrator (AA), Deputy Assistant Administrators (DAA) and Associate Assistant Administrator. This includes conducting comprehensive program, staff and technical analysis of science policy issues and problems, as well as providing general advice and guidance for ORD activities.

The Senior Advisor and State Liaison in IOAA provides leadership and coordination across ORD in support of the EPA Administrator's focus on cooperative federalism to create tangible environmental results for the American people. The State Liaison plays a critical role in facilitating the partnership between ORD and state environment and public health agencies to fulfill our joint mission of protecting human health and the environment. The State Liaison develops and implements strategies to improve outreach and engagement with the states, and leads ORD's State Coordination Team, coordinating its monthly calls, outputs and meetings. The State Liaison provides expert advice across the ORD Labs, Centers and Offices and National Research Programs for outreach and collaboration with states and high-level state officials, in coordination with the Office of Intergovernmental Relations, as well as EPA program and regional offices. This work emphasizes the early engagement through translation of ORD research products and tools to help states address their on-the-ground environment challenges, and provides feedback on how ORD research can more effectively support states' efforts to protect the environment. The Senior Advisor also serves as the Executive Secretary for the Committee on Environment, Natural Resources and Sustainability (CENRS) of the National Science and Technology Council (NSTC) and supports the EPA NSTC principal. CENRS provides a formal mechanism for coordination on ongoing research and development on environmental and natural resources across the federal government.



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The selected candidate shall assist the Senior Advisor and State Liaison with the analytical and administrative duties required to support ORD's state partnership and engagement activities. He/she shall assist with all matters related to the planning, administration and record keeping responsibilities of the CENRS Executive Secretary. The successful candidate shall be able to shift focus quickly, multi-task, and meet tight deadlines; be detail-oriented; and have excellent interpersonal skills.

Management and Administrative responsibilities shall include:

- Assist in compiling and summarizing information relating to ORD research products and tools.
- Assist with the logistics and coordination activities for briefings, high-level meetings and events, workshops, and other collaborative efforts.
- Assist in the preparation of briefing books for senior management for events and meetings.
- Assist with the development of interagency clearance memos and tracking responses.
- Assist in maintaining records of meetings, correspondence and action documents, and maintain a system to track projects in progress.

Communications-related responsibilities shall include:

- Assist in preparing talking points and background materials (PowerPoint presentations, fact sheets, agendas and contact lists) for events and meetings.
- Assist in promoting and coordinating the use of web-based opportunities to transfer knowledge from EPA research to states and others.
- Assist the team in the development of presentations on results and impacts using graphics and other interactive formats.
- Assist in developing summary documents of results and impacts of EPA research for states.
- Assist in the facilitating and coordinating Adobe Connect webinars for states and the public to highlight EPA research and tools, and developing communication materials for wider audiences.
- Assist in keeping the intra-governmental webpage for CENRS accurate and up to date (meeting materials, membership lists, document clearances, etc.).

Location: This job will be located at EPA's facility in Washington, DC.

Salary: The selected applicant will become a full time temporary employee of ORAU and will receive an hourly wage of \$22.46 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

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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 July 2018. The selected applicant will be a temporary employee 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 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

Successful candidates shall:





- Strong leadership and organizational skills, including demonstrated ability to handle multiple assignments with competing deadlines.
- Experience writing for a lay audience about science, environmental issues or public health concerns as evidenced by a writing sample.
- 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 proof reading and editing skills.
- Strong written, oral and electronic communication skills.

Desired Knowledge, Skills, Work Experience, and Education

It is desirable for the candidate to possess:

- Experience with Adobe Connect webinars.

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).
- **Overall GPA:** 2.00
- **Discipline(s):**
 - **Earth and Geosciences** ([21](#) )
 - **Engineering** ([27](#) )
 - **Environmental and Marine Sciences** ([14](#) )
 - **Life Health and Medical Sciences** ([45](#) )

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Affirmation I certify that I am at least 18 years of age; have earned at least a bachelor's degree in environmental science or other closely 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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