

Opportunity Title: Administrative & Communications Support

Opportunity Reference Code: EPA-SSP-0031-2S

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-SSP-0031-2S

How to Apply Ready to send share your interest with EPA scientists?

- Submit application and supporting documents by clicking on Apply Now button.

Description The EPA Environmental Research and Business Support Program has an immediate opening for a full-time Administrative & Communications Support position with the EPA facility in Washington, DC.

What the EPA project is about

The Office of Science Policy (OSP) within the Office of Research and Development (ORD) is the lead organization for integrating, coordinating, and communicating scientific and technical information and advice across ORD, and between ORD and the agency's programs, regions, and external parties.

What you will be doing

As a team member, you will assist the Director and Deputy Director of OSP with analytical and administrative duties required to support and maintain a robust program, including the administration, management, and communication of results and impacts resulting from OSP activities. You will also assist OSP's staff chiefs and others as needed.

Required Skills

- Experience writing about science, environmental issues, public health concerns or other technical or public policy subjects 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 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.

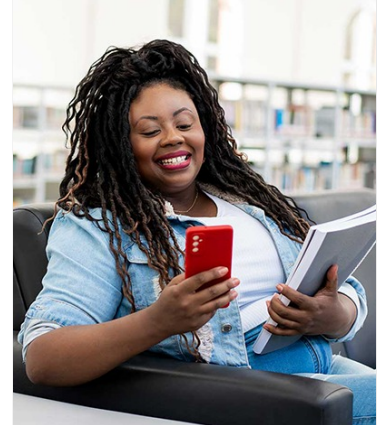
Desired Skills

- Experience with webinar and collaboration platforms (Skype, SharePoint, etc.); and
- Experience with graphic design software (InDesign, Photoshop, etc.).

How you will apply your skills



ORAU Pathfinder



Whether you are just starting your career or already at a senior level, ORAU offers internships, fellowships, research opportunities, and contract positions that can provide you with invaluable experience. Download the ORAU Pathfinder mobile app and find the right opportunity to propel you along your career path!

Visit ORAU Pathfinder [↗](#)



Opportunity Title: Administrative & Communications Support

Opportunity Reference Code: EPA-SSP-0031-2S

Management and Administrative responsibilities

- Researching and summarizing information relating to OSP activities;
- Analyzing activities and processes for programs that OSP manages;
- Maintaining records of meetings, correspondence, and actions, and maintaining a system to track projects in progress;
- Assisting in promoting and coordinating the use of web-based opportunities to foster collaboration among ORD scientists.

Communications-related responsibilities

- Assisting with the logistics and coordination activities for briefings, meetings, workshops, and other collaborative efforts;
- Assisting in the development of oral presentations using graphics and other interactive formats;
- Assisting in developing summary analysis documents of results and impacts from OSP activities; and
- Facilitating the appropriate communication and outreach related to OSP activities including: creating one-page summaries, developing longer pieces based on directed background research, and developing communication materials for wider audiences.

Location: U.S Environmental Protection Agency, Ronald Reagan Building, 1300 Pennsylvania Ave. NW, Washington, DC. 20004

Salary: Selected applicant will become a temporary employee of ORAU and will receive an hourly wage of \$22.80 for hours worked.

Hours: Full time

Travel: Occasional overnight travel may be required

Expected start date: The position is full and expected to begin July 2019. The selected applicant will be a temporary employee of ORAU working as a contractor to EPA. The initial contract period is through May 14, 2020, with potential optional periods to follow.






Working conditions: This position will involve work in an administrative setting and is not expected to involve exposure to hazardous elements.

- Qualifications**
- Be at least 18 years of age and
 - A bachelor's degree in environmental science, environmental policy, public health, communications, business, or other closely related fields of study within the last 24 months, and
 - Be a citizen of the United States of America or a Legal Permanent Resident.

- Eligibility**
- **Citizenship:** LPR or U.S. Citizen

Opportunity Title: Administrative & Communications Support

Opportunity Reference Code: EPA-SSP-0031-2S

- Requirements**
- **Degree:** Bachelor's Degree or Master's Degree received within the last 24 month(s).
 - **Overall GPA:** 2.00
 - **Discipline(s):**
 - **Business** ([11](#) )
 - **Communications and Graphics Design** ([6](#) )
 - **Earth and Geosciences** ([21](#) )
 - **Environmental and Marine Sciences** ([14](#) )
 - **Life Health and Medical Sciences** ([45](#) )

Affirmation I certify that I am at least 18 years of age; have a Bachelor's degree in environmental science, environmental policy, public health, communications, business, or a closely related field of study 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.