

Opportunity Title: Science Policy Support at EPA

Opportunity Reference Code: EPA-SSP-0031-1-07-24-19

Organization U.S. Environmental Protection Agency (EPA)

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Description The EPA Environmental Research and Business Support Program has an immediate opening for a full-time Office of Science Policy Support position with the EPA facility in Washington, DC.

What the EPA project is about

The Office of Science Policy (OSP) within 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.


OSP integrates scientific knowledge across ORD and the agency by incorporating ORD science and technology into regulatory and non-regulatory actions taken by the agency, managing a regional science program, understanding tribal environmental science needs to inform ORD research programs, and fostering partnerships with external public health organizations.


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


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(recordkeeping, filing, etc) and managing records (electronic and hardcopy) or databases;

- Strong 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 Knowledge, Skills, Work Experience, and Education

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

How you will apply your skills

Management and Administrative responsibilities shall include:

- 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; and
- Assisting in promoting and coordinating the use of web-based opportunities to foster collaboration among ORD scientists.

Communications-related responsibilities shall include:

- 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

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

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 expected.

Expected start date: The position is full time and expected to begin August 2019. The initial project is through May 14, 2020, with potential options periods.







Working conditions: You will be supervised by a mentor who will provide day-to-day direction, as well as coach, advise, counsel and review your work. The 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
- Have Bachelor's degree in environmental science, environmental policy, public health, communications, business, or other closely 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 to participate in this program

Eligibility Requirements

- **Citizenship:** LPR or U.S. Citizen
- **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 )
 - **Environmental and Marine Sciences** (13 )
 - **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 a Bachelor's degree in environmental science, environmental policy, public health, communications, business, or other closely 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

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ORD or the spouse or child of an EPA ORD employee.

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