

Opportunity Title: Environmental Program Assistant at EPA

Opportunity Reference Code: EPA-SSP-0011-5-9-10-19

Organization U.S. Environmental Protection Agency (EPA)

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

- Submit application and supporting documents by clicking on Apply Now button.
- For more information, contact EPAjobs@orau.org. Do not contact EPA directly.
- Check out our website at: <http://orau.org/epa/>

Description U.S. EPA Opportunity

The EPA Environmental Research and Business Support Program has an immediate opening for an Environmental Program Assistant position with Office of Research and Development at the EPA's facility in Cincinnati, OH.

The National Risk Management Research Laboratory (NRMRL) within EPA's ORD performs research and technical support to develop and apply innovative tools, methods and technologies that solve and prevent complex environmental problems to safeguard human health and the environment. EPA scientists and engineers seek to determine what environmental risks exist and determine how to manage, reduce or eliminate those risks in a sustainable manner. NRMRL's Immediate Office (IO) of the Director oversees both the research activities of the Lab across 4 Divisions as well as the operations such as budget, human resources, and health and safety. The NRMRL IO is led by the Laboratory Director, the Deputy Director for Management, and the Chief of Staff.

What you will be doing

As part of the team you will support the Lab Director and Deputy Director for Management (referred to hereafter as senior management) as well as the Chief of Staff as a Program Assistant. In this role, you will perform a wide variety of office related activities as described below.

Required Skills:

- Education and/or experience in both environmental science and policy;
- Demonstrated leadership skills and have experience working in teams;
- Strong written, oral and electronic communication skills;
- Proficiency with Microsoft Office applications (i.e., Excel, PowerPoint, Word, Outlook, and Access); and
- Experience in database and spreadsheet design, implementation, maintenance, and analysis.

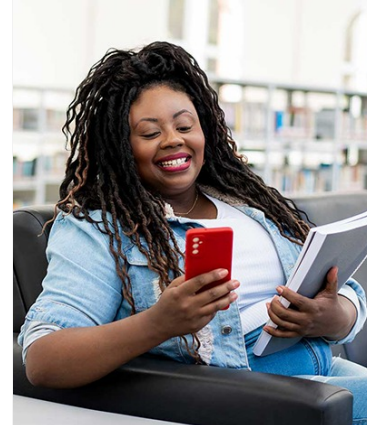
Location: This job will be located at Andrew W. Breidenbach Environmental Research Center, Cincinnati, OH.

Salary: The selected applicant will become a temporary employee of ORAU and will receive an hourly wage of \$21.75 for hours worked.

Hours: Full-Time.



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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.





Expected Start Date: The position is full time and expected to begin October 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, followed by potential optional periods.

EPA ORD employees, their spouses, and children are not eligible to participate in this program.

How you will apply your skills


- Managing incoming telephone calls;
- Managing senior management's calendars;
- Scheduling meetings for senior management and with senior management when requested by NRMRL staff;
- Developing and maintaining coordination platforms for front office (e.g., SharePoint, Doodle Polls);
- Assisting with the logistics and coordination activities for briefings, meetings, workshops, and other collaborative efforts;
- Reviewing incoming and outgoing correspondence when requested by senior management;
- Providing general assistance to all members of the NRMRL/IO, as applicable, to assist in priorities (e.g., copying, deliveries, mail-outs, etc.);
- Maintaining a system to track NRMRL IO action items and monitor with Chief of Staff on a routine basis to ensure follow up and completion of tasks; and
- Developing analysis of results from various queries, surveys, or reports and provide summaries for senior management as needed.

- Qualifications**
- Be at least 18 years of age **and**
 - Have earned at least a Bachelor's environmental policy, environmental science, information technology, business administration or a 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.

- Eligibility Requirements**
- **Citizenship:** LPR or U.S. Citizen
 - **Degree:** Bachelor's Degree or Master's Degree received within the last 24 month(s).
 - **Discipline(s):**
 - **Business** ([11](#) )
 - **Communications and Graphics Design** ([1](#) )
 - **Computer, Information, and Data Sciences** ([16](#) )
 - **Earth and Geosciences** ([21](#) )

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- **Environmental and Marine Sciences** ([14](#) )
- **Life Health and Medical Sciences** ([45](#) )
- **Other Non-Science & Engineering** ([8](#) )

Affirmation I certify that I am at least 18 years of age; a recent graduate with at least a Bachelor's degree in environmental policy, environmental science, information technology, business administration or a 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 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.