

Opportunity Title: EPA Environmental Science and Policy Associate

Opportunity Reference Code: EPA-SSP-0004-01

Organization U.S. Environmental Protection Agency (EPA)

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Description Background:

The EPA Environmental Research and Business Support Program has an immediate opening for an Environmental Science and Policy Associate with the Office of Research and Development at the EPA Research Triangle Park facility in Durham, North Carolina.

ORD 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 Immediate Office of the Assistant Administrator (IOAA) within the Office of Research and Development (ORD) provides leadership for implementing and communicating ORD's research to a wide range of stakeholders. The Chemical Safety for Sustainability (CSS) National Program Director's (NPD) office within IOAA provides leadership on the strategic directions of ORD's CSS research program.

The CSS research program leads development of innovative science to support safe, sustainable design and use of chemicals and materials required to promote human and environmental health. CSS research program outputs enable the Agency to address impacts of existing chemicals and materials across the lifecycle as well as to anticipate impacts of new chemicals and emerging materials.

The selected applicant will assist the CSS NPD and Deputy NPD with the analytical and administrative duties required to support and maintain a robust research program, including the administration, management, and communication of ORD science.

Management and Administrative responsibilities will include:

- Researching and summarizing information relating to Agency activities supported by CSS research.
- Assisting with event and meeting planning and logistics, including providing assistance in preparing talking points for speakers, creating PowerPoint presentations and assisting room reservations and setup. This may include travel to meetings and conferences.
- Preparing and maintaining electronic information (e.g., literature citations and summaries), formal communications materials (e.g., MS Word documents, PowerPoint presentations and Excel files) and images and video used in communications materials (e.g. digital photos, graphic files-Illustrator, Photoshop and InDesign, and video files).
- Maintaining records of meetings, correspondence, and action documents, and maintain a system to track projects in progress.
- Assisting in promoting and coordinating the use of web-based opportunities to foster collaboration among ORD scientists.



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- Providing assistance with logistical support and planning for ORD sponsored trainings, workshops, scientific meetings, webinars, conferences and other events.
- Performing other tasks as required to accomplish project objectives.

Communications-related responsibilities will include:

- Assisting the team in developing oral presentations using graphics and other interactive formats,
- Aiding in the creation, review and updates of ORD's online media sources including Internet, Intranet, blogs, Wikis, podcasts and social media (such as Twitter and/or Facebook).
- Facilitating the appropriate communication and outreach in collaboration with communications staff, related to program activities including: creating one-page summaries, developing longer pieces based on directed background research, and assisting in the development communication materials for wider audiences.

Location: This job will be located at EPA's Research Triangle Park facility in Durham, NC.

Salary: Selected applicant will become temporary employees of ORAU and will receive an hourly wage for hours worked, based upon position, education and locale.

Travel: Occasional overnight travel may be required.

Expected Start Date: The position is full-time and expected to begin in January 2015. The initial project is for 12 months and may be renewable up to 60 months.

For more information, contact EPAjobs@orau.org .

Qualifications Eligible applicants must:

- be at least 18 years of age **and**
- have earned a recent (within the last 24 months) Bachelor's degree in a scientific or related discipline **and**
- be legally authorized to work in the United States of America.

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

Successful applicants will have:

- coursework with at least one semester each of statistics and computer programing.
- education and/or experience in both environmental science and policy.
- leadership skills and experience working in teams.
- strong written, oral and electronic communication skills.

Desired Expertise, Skills, Education, and/or Experience include:

- advanced proficiency with Microsoft Office applications, desktop

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publishing, and the social media tools.

- experience in administration support functions (i.e., recordkeeping, filing) and managing records (electronic and hardcopy) or databases
- strong communication skills (i.e., written, oral, telephone etiquette, presentation abilities), including effective multi-media technical communications.
- coursework in writing, communications, or a related field.

- Eligibility Requirements**
- **Degree:** Bachelor's Degree received within the last 24 month(s).
 - **Discipline(s):**
 - **Chemistry and Materials Sciences** ([12](#) 👁)
 - **Communications and Graphics Design** ([1](#) 👁)
 - **Earth and Geosciences** ([21](#) 👁)
 - **Engineering** ([27](#) 👁)
 - **Environmental and Marine Sciences** ([14](#) 👁)
 - **Life Health and Medical Sciences** ([45](#) 👁)
 - **Mathematics and Statistics** ([1](#) 👁)
 - **Other Non-Science & Engineering** ([1](#) 👁)
 - **Physics** ([16](#) 👁)
 - **Science & Engineering-related** ([1](#) 👁)
 - **Social and Behavioral Sciences** ([1](#) 👁)

Affirmation I certify that I am at least 18 years of age; a recent graduate with a Bachelor's degree in a scientific discipline or related discipline; legally authorized to work in 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.