

Opportunity Title: Air, Climate & Energy Program Associate

Opportunity Reference Code: EPA-SSP-0004-10-11-11-19

Organization U.S. Environmental Protection Agency (EPA)

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How to Apply Ready to send 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 The EPA Environmental Research and Business Support Program has an immediate opening for an Air, Climate & Energy Program Associate with the Office of Research and Development at the EPA Research Triangle Park facility in Raleigh-Durham, NC.

What the EPA project is about

The U.S. Environmental Protection Agency (EPA) supports high-quality research to improve the scientific basis for decisions on national environmental issues and further our nation's goals of environmental protection. The Office of Research and Development is responsible for facilitating this research, which spans a broad range of environmental disciplines and takes place in EPA laboratories and centers, as well as in universities across the country.

Housed within the Office of Research and Development, the Air, Climate, and Energy (ACE) National Research Program's mission is to conduct research and deliver scientific products that address the Agency's objective to protect public health and the environment. ACE Program Research focuses specifically on the impacts of climate change and air pollution, as well as the role of energy with regard to decision models and life-cycle impacts. To tackle increasingly complex problems, the ACE team employs innovative thinking and sustainable solutions to ensure a healthy and prosperous environment.

What you will be doing

As a team member, you will assist the ACE National Program Director (NPD) and the ACE research team with the analytical and administrative duties required to support the operations of this robust and innovative program. Such duties include, but are not limited to, the administration, management, and communication of results and impacts emerging from ACE Research Program activities.

Required Knowledge, Skills, Work Experience, and Education



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- Experience writing for an audience about science, environmental issues, or public health concerns as evidenced by a writing sample;
- Experience managing web content using open-source content;
- Experience with Adobe Creative Suite including Photoshop, Illustrator, or similar multimedia production software to video editing, audio editing, and data visualization;
- Advanced experience with Microsoft Office applications including Excel, PowerPoint, Word, & Outlook;
- Experience in administration support functions (recordkeeping, filing, etc.) and managing records (electronic and hardcopy) and databases; and
- Motivation, initiative and ability to contribute as a valued team member.

Desired Skills

- Basic knowledge of HTML 5.

How you will apply your skills

Management and Administrative responsibilities will include:

- Researching and summarizing information relating to air, climate, and energy research both within and beyond the ACE Program;
- Analyzing activities and processes to strengthen interactions with internal and external stakeholders;
- Maintaining records of meetings, correspondence, and action documents, as well as maintaining a system for tracking projects in progress;
- Assisting in promoting and coordinating the use of web-based tools to foster collaboration among ORD scientists and Regional and Program Office Partners;
- Performing analyses of internal and external EPA web traffic using Google analytics and other built-in analytics reporting software; and
- Assisting with the development of metrics to evaluate impacts of ACE publications.

Communications-related responsibilities will include:

- Assisting with logistics and coordination activities for briefings, meetings, webinars, workshops, and other collaborative efforts;
- Producing graphics, visual aids, and other forms of interactive multimedia to be used by ACE team members when communicating complex research concepts and demonstrating the connections between ACE research and

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broader Agency goals;

- Assisting with the development of reports that summarize and analyze the results and impacts of ACE research activities;
- Supporting website development and maintenance using Drupal CMS and Microsoft SharePoint; and
- Facilitating communication and outreach related to ACE activities including: creating one-page summaries (including weekly highlight summaries for upper level management), developing longer pieces based on directed background research, and developing communication materials for wider audiences (e.g., fact sheets, blogs, podcasts).

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



Salary: Selected applicant will become a temporary employee of ORAU and will receive an hourly wage of \$21.59 for hours worked.

Working Conditions: As a team member, you will be supervised by a mentor who will provide day-to-day direction, as well as coach, advise, and counsel the student, and review the student contractor’s work. The mentor for this position will be a federal EPA employee. The COR will inform the contractor of specific mentor information at time of award.

Travel: Occasional overnight travel may be expected.

- Qualifications**
- Be at least 18 years of age **and**
 - Have earned at least a Bachelor’s degree in environmental science, environmental policy, 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 months or anticipated to be received by 12/31/2019 11:59:00 PM.
 - **Overall GPA:** 2.00
 - **Discipline(s):**
 - **Earth and Geosciences** ([21](#) )
 - **Environmental and Marine Sciences** ([14](#) )

Affirmation I certify that I am at least 18 years of age; a recent graduate with at least a

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Bachelor's degree in environmental science, environmental policy, 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 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.