

**Opportunity Title:** EPA Business Communications Associate

**Opportunity Reference Code:** EPA-SSP-0003-02

**Organization** U.S. Environmental Protection Agency (EPA)

**Reference Code** EPA-SSP-0003-02

**Description Background:**

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

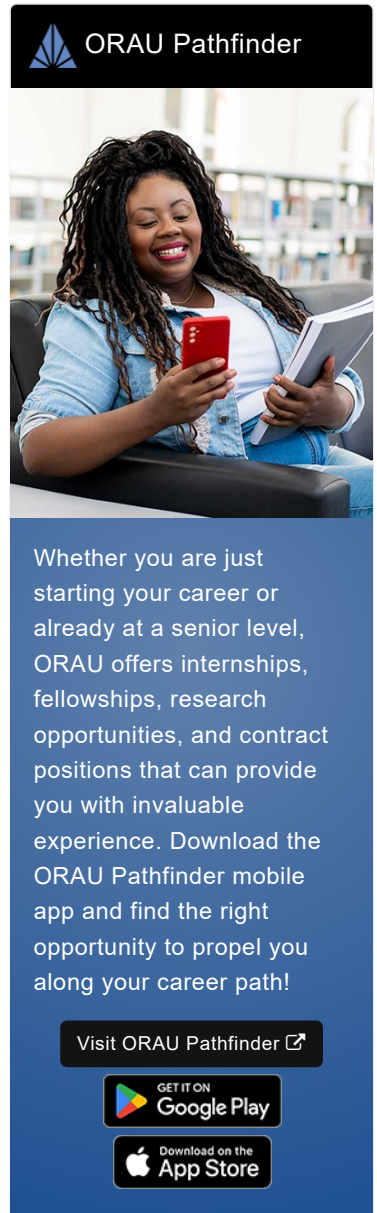
The Office of Research and Development at the EPA supports high-quality research to improve the scientific basis for decisions on national environmental issues and help EPA achieve its environmental goals. Research is conducted in a broad range of environmental areas by scientists in EPA laboratories and at universities across the country.


The Office of Science Information Management within The Office of Research and Development (ORD) at EPA works to provide information management and information technology solutions to assist the scientific research. The office is seeking an individual, at least 18 years of age who has completed a Bachelor degree with a major in Business, Management or Communications, to assist 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 team activities.

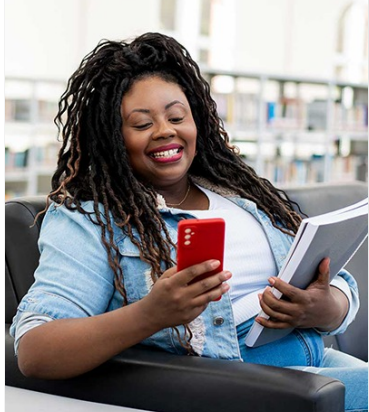
The Associate will assist the Immediate Office with the analytical and administrative duties required to support the administration, management, and communication needs of the office.

**Management and Administrative responsibilities will include:**

- Assist in developing and rollout of OSIM Communication Plan and communication efforts for additional ORD-wide project rollouts.
- Provide support and guidance on best ways to improve the OSIM website. Working with staff to make necessary updates and improvements.
- Provide analysis and administrative support on the OSIM FY14 goals and objectives, collecting data and providing analysis for quarterly updates. Assist in the creating and deployment of OSIM FY15 Goals and Objectives.
- Work on creating and deploying metrics across OSIM and for special projects.
- Maintaining records of meetings, correspondence, and action documents, and maintain a system to track projects in progress.
- Providing support as needed for the OSIM Immediate Office, to include: phone coverage; filing, maintaining and developing OSIM event calendars; and creating, formatting, proofing and disseminating various types of correspondence (memos, articles, e-mails).





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- Assisting in coordinating and managing key OSIM and ORD meetings with logistics/setup, developing agendas, creating and gathering meeting materials, taking notes, proof reading, and development of presentations (PowerPoint).
- Serve as the OSIM point of contact for the EPA Visitor Management System, updating and managing the web-based RTP System on behalf of OSIM RTP.

**Location:** This job will be located at EPA's Research Triangle Park facility in Raleigh-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 February 2015. The initial project is through November 19, 2015, and may be renewable up to 4 one-year optional periods.

For more information, contact [EPAjobs@orau.org](mailto: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 business, management, communications 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.*

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

- Strong written, oral and electronic communication skills.
- Demonstrated analytical and communication skills.
- Advanced proficiency with Microsoft Office applications (i.e., Excel, PowerPoint, Word, Outlook), desktop publishing, and the Internet.
- 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.
- Experience in analyzing data and preparing and writing reports.

- Eligibility Requirements**
- **Degree:** Bachelor's Degree, Master's Degree, or Doctoral Degree received within the last 24 month(s).
  - **Discipline(s):**

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- **Business** ([11](#))
- **Communications and Graphics Design** ([6](#))
- **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 business, management, communications 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.

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