

**Opportunity Title:** Environmental Communications Specialist

**Opportunity Reference Code:** EPA-SSP-0004-24-12-30-19

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

**Reference Code** EPA-SSP-0004-24-12-30-19

**How to Apply**

- Submit application and supporting documents by clicking on Apply Now button.
- *For more information, contact [EPAjobs@orau.org](mailto:EPAjobs@orau.org). Do not contact EPA directly.*
- *Check out our website at: [orau.org/epa/](https://orau.org/epa/)*

**Description** The EPA Environmental Research and Business Support Program has an immediate opening for a full-time Environmental Communications Specialist position with the EPA facility in Washington, DC.

#### What the EPA project is about

The Office of Research and Development at the U.S. Environmental Protection Agency (EPA) supports high-quality research to improve the scientific basis for decisions on national environmental issues and help EPA achieve its environmental goals.


Under the strategic planning and direction of the respective National Program Directors (NPDs) and their teams, research conducted under the six NRPs is providing the strong scientific and technical foundation the Agency relies on to fulfill its statutory obligations and help Agency, state, and other partners address their most pressing environmental and related public health challenges.

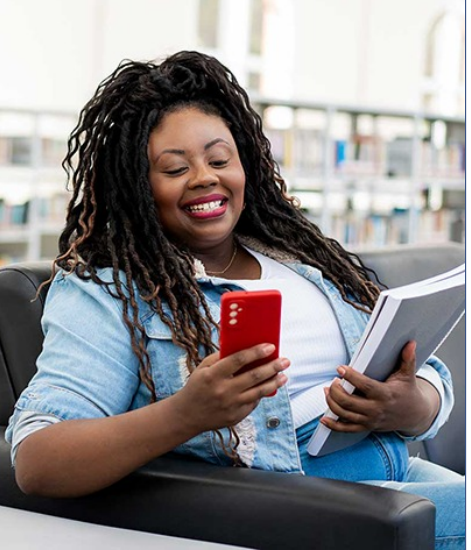
#### What you will be doing

As a team member, you will assist the Safe and Sustainable Water Resources and National Program Directors with the duties required to support and maintain a robust research program through focusing on tasks required for effective management of the program. In addition, you will provide assistance in the communication of research activities and results to internal and external partners, stakeholders, and the public.

#### Required skills


- Strong written and oral communication skills;
- Experience translating complex technical information into more easily understandable material. A writing or presentation sample demonstrating this experience shall be provided;
- Experience defining target audiences for communication material and/or outreach efforts;
- Experience working in teams and individually; and
- Strong skills working with most Microsoft Office Suite applications (preferably Office 365).


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### How you will apply your skills

- Providing administrative support to the SSWR NPD and team through the initiation and management of calendar events for internal team communications, NRP updates with Program Office leadership and with external partners/stakeholders;
- Coordinating with Office of Water schedulers to arrange quarterly NPD-Office Director updates;
- Maintaining regularly updated Action List for critical NRP actions, deadlines, meetings, commitments and interactions;
- Developing weekly highlights of significant meetings, presentations, webinars, and other activities;
- Assisting with webinars, including schedule planning, logistics, statistical tracking and reporting, and invitation lists maintenance;
- Assisting with workshop planning and implementation;
- Supporting the facilitation of communications and outreach through effective and appropriate communication practices for a variety of internal and external audiences, building and maintaining targeted internal and external stakeholder lists for multiple research topics, and assisting with the development and maintenance of SharePoint sites and communications plans;
- Assisting with the development of presentations and posters, utilizing visual design elements and principles;
- Assisting with creating, reviewing, and updating material for ORD's online sources, including internet and intranet pages, newsletters, and other social media;
- Designing and develop internal and external communications materials, including web content, technical briefs, highlight reports, etc.; and
- Assisting with developing and maintaining annual accomplishments and activities reports.

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

**Salary:** Selected applicant will become a temporary employee of ORAU and will receive an hourly wage of \$30.62 for hours worked.

**Hours:** Full time.

**Travel:** Occasional overnight or workday local travel may be required.

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

**Working conditions:** You will be supervised by a mentor who will provide day-to-day direction, as well as coach, advise,

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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 at least a Master's degree in technical communications or a natural science or environmental engineering-related field of study 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:** Master's Degree or Doctoral 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):**
  - **Chemistry and Materials Sciences** (12 )
  - **Communications and Graphics Design** (6 )
  - **Earth and Geosciences** (21 )
  - **Engineering** (27 )
  - **Environmental and Marine Sciences** (14 )

**Affirmation**

I certify that I am at least 18 years of age; a recent graduate with at least a Master's degree in technical communications, natural science, environmental engineering or a closely related scientific field of study 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.

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