

Opportunity Title: Science Communications Outreach Associate at EPA

Opportunity Reference Code: EPA-SSP-0004-14-01-02-20

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 a Science Communications Outreach Associate with the Office of Research and Development at the EPA's Research Triangle facility in Raleigh-Durham, NC.

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.

What the EPA project is about

The ORD science communications staff communicate the results and outcomes of EPA research to stakeholders, promotes a broad public understanding of the science that is used to make environmental decisions, and builds national support for the Agency's research programs. Science communications is an essential and integral component of communicating ORD's mission to provide sound science for environmental decision making. EPA ORD communications staff provides strategic support to senior leaders and staff at all stages of a communications activity or issue. The Science Communications Team in ORD works collaboratively with its National Research Programs, Labs, Centers and Offices to develop and implement communications programs and activities for ORD. ORD science communication staff coordinate, plan, develop and review all communications products and coordinate their review and release with EPA's Office of Public Affairs.

What you will be doing

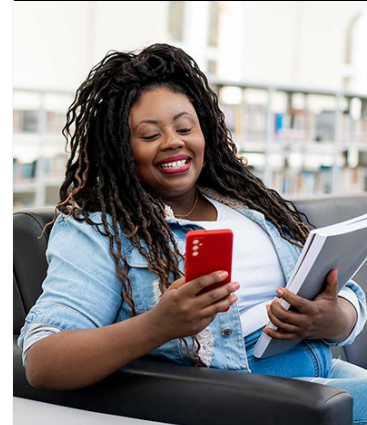
As a team member, you will assist the ORD Stakeholder Outreach coordinator to provide support for a variety of special assignments and projects involving external and internal communications and outreach for the U.S. EPA's ORD Communications Team. As a team member, you will have access to government equipment, including computers and printers as needed to complete assignments.

How you will apply your skills

- Assisting with development of internal and external web content explaining the public health and environmental protection impact of



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ORD research. Writing and editing communications materials for posting on EPA and ORD Internet and Intranet sites;

- Assisting with graphic design support for ORD including designing and laying out web pages, infographics, posters, brochures, conference display materials, fact sheets and PowerPoint presentations;
- Developing a variety of communications and outreach materials explaining the public health and environmental protection impact of ORD research, including articles for consumer publications, trade journal articles, communications plans, talking points, blogs, social media posts (for ORD's Twitter and Facebook accounts and amplification for EPA's main Regional and Program social media accounts that include; Instagram and Pinterest), fact sheets, brochures, PowerPoint presentations, videos, etc., all performed under the guidance of the ORD Stakeholder Outreach Coordinator;
- Assisting with the development and implementation of outreach strategies for a variety of stakeholder groups and research topics throughout ORD;
- Assisting with the planning and development of strategic social media and digital initiatives based upon the ORD's work for EPA social media accounts with an emphasis on the ORD's social platforms;
- Assisting with planning for ORD conferences, workshops, stakeholder meetings, and other public events. This includes preparation of materials for exhibit booths at conferences, posters and other display materials, development of science demonstrations and PowerPoints, and development of fact sheets and other communications materials that explain the impact of EPA's research;
- Taking photos and videos of our scientists and research projects acceptable for posting to ORD/EPA websites, blogs, Twitter, Facebook, YouTube, or for using in PowerPoint presentations and posters;
- Preparing and maintaining electronic records of background information (e.g., literature citations and summaries), formal communications materials (e.g., M.S. Word documents, PowerPoint presentations), and images used in communications materials (e.g., digital photos, and Illustrator and Photoshop files), when appropriate. Background information, images, data and written information prepared under this Statement of Work will be the property of EPA; and
- Compiling metrics on both internal and external website activity using Google Analytics. Under the guidance of the ORD Stakeholder Outreach Coordinator, using these metrics to write reports that will be used to develop future stakeholder engagement and communication strategies.

Required Knowledge, Skills, Work Experience, and Education

- Experience writing for a lay audience about science, environmental issues or public health concerns as evidenced by a writing sample;
- Experience with developing and implementing stakeholder outreach strategies;
- Experience with Adobe and/or Microsoft graphic design software such as Illustrator, InDesign, and Visio;

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- Experience with content management systems for editing internal and external websites;
- Experience with reviewing, collecting and analyzing website metric trends such as page views, unique page views, etc.;
- Advanced skills with Microsoft Office applications including Excel, PowerPoint, Word, & Outlook;
- Strong leadership and organizational skills, including demonstrated ability to handle multiple assignments with competing deadlines;
- Strong proof reading and editing skills; and
- Strong written, oral and electronic communication skills.

Desirable Knowledge, Skills, Work Experience, and Education

- Previous work or volunteer experience with outreach activities;
- Previous experience using Drupal content management system; and
- Previous experience using Google Analytics.

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

Salary: The selected applicant will become a full time temporary employee of ORAU and will receive an hourly wage of \$28.99 for hours worked.

Hours: Full Time.

Travel: Occasional overnight travel may be required.

Working Conditions: The selected candidate will be supervised by a mentor who will provide day-to-day direction, as well as coach, advise and counsel, and review work. 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 in February 2020. The initial project is through May 14, 2020 with potential optional periods.

For more information, contact EPAjobs@orau.org. Do not contact EPA directly.

Qualifications Eligible applicants must:

- Be at least 18 years of age **and**
- Have earned at least a Master's degree in communications, journalism, 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.

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|---------------------------------|--|
| Eligibility Requirements | <ul style="list-style-type: none">• Citizenship: LPR or U.S. Citizen• Degree: Master's Degree received within the last 24 months or anticipated to be received by 12/31/2019 11:59:00 PM. |
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- **Overall GPA:** 2.00
- **Discipline(s):**
 - **Communications and Graphics Design** ([6](#) 👁)
 - **Environmental and Marine Sciences** ([13](#) 👁)
 - **Other Non-Science & Engineering** ([8](#) 👁)

Affirmation I certify that I am at least 18 years of age; have earned at least a Master's degree in communications, journalism, 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.

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