

Opportunity Title: Administrative and Communications Support

Opportunity Reference Code: EPA-NSSC-0002-10

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-NSSC-0002-10

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: <https://www.orau.org/epa/jobs.html>

Description The EPA National Student Services Contract has an immediate opening for a full time Administrative and Communications Support position with the Office of Research and Development at the EPA facility in Washington, DC.

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 Office of Science Advisor, Policy and Engagement (OSAPE) is responsible for the Agency's official Scientific Integrity policy and human subject research review, as well as overseeing and managing: intra-agency science coordination, the Action Development Process leadership, the Regional Science Program, Tribal Science, External Advisory Boards, and EPA extramural research support and partnerships (including research grants and partnerships, challenges, and prizes). Within OSAPE, the Science Policy Division (SPD) 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 experience and skills will you gain?

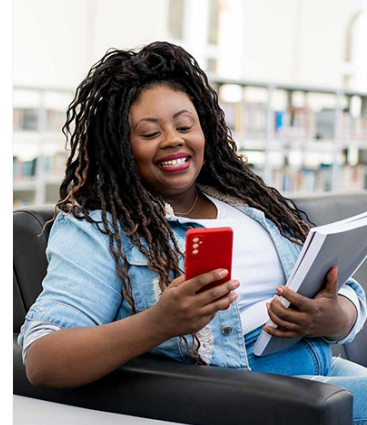
As a team member, you will assist the Director and Deputy Director of OSAPE with analytical and administrative duties required to support and maintain a robust program, including the administration, management, and communication of results and impacts resulting from OSAPE activities. You will also assist OSAPE's staff chiefs and others as needed.

Management and Administrative responsibilities


- Researching and summarizing information relating to OSAPE activities;
- Analyzing activities and processes for programs that OSAPE manages;
- Maintaining records of meetings, correspondence, and actions, and maintaining a system to track projects in progress; and
- Assisting in promoting and coordinating the use of web-based opportunities to foster collaboration among ORD scientists.



ORAU Pathfinder



Whether you are just starting your career or already at a senior level, ORAU offers internships, fellowships, research opportunities, and contract positions that can provide you with invaluable experience. Download the ORAU Pathfinder mobile app and find the right opportunity to propel you along your career path!

Visit ORAU Pathfinder 



Opportunity Title: Administrative and Communications Support

Opportunity Reference Code: EPA-NSSC-0002-10

Communications-related responsibilities

- Assisting with the logistics and coordination activities for briefings, meetings, workshops, and other collaborative efforts;
- Assisting in the development of oral presentations using graphics and other interactive formats ;
- Assisting in developing summary analysis documents of results and impacts from OSAPE activities; and
- Facilitating the appropriate communication and outreach related to OSAPE activities including: creating one-page summaries, developing longer pieces based on directed background research, and developing communication materials for wider audiences.

Required Knowledge, Skills, Work Experience, and Education

- Experience writing about science, environmental issues, public health concerns or other technical or public policy subjects as evidenced by a writing sample;
- Advanced skills with Microsoft Office applications including Excel, PowerPoint, Word, & Outlook ;
- Experience in administration support functions (recordkeeping, filing, etc) and managing records (electronic and hardcopy) or databases;
- 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.

Desired Knowledge, Skills, Work Experience, and Education

- Experience with webinar and collaboration platforms (Skype, SharePoint, etc.); and
- Experience with graphic design software (InDesign, Photoshop, etc.).

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

Salary: Selected applicant will become a temporary employee of ORAU and will receive an hourly wage of \$23.26 for hours worked.

Hours: Full-time

Travel: Occasional overnight travel may be required.

Expected start date: The position is full time and expected to begin June 2020. The selected applicant will become a temporary employee of ORAU working as a contractor to EPA. The initial project is through May 14, 2021, with up to 4 additional potential optional periods.

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







Qualifications • Be at least 18 years of age and

Opportunity Title: Administrative and Communications Support

Opportunity Reference Code: EPA-NSSC-0002-10

- Have earned at least a Bachelor's degree in environmental science, environmental policy, public health, communications, business, or other closely related fields 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.

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, Master's Degree, or Doctoral Degree received within the last 24 months or anticipated to be received by 6/25/2020 11:59:00 PM.
 - **Overall GPA:** 2.00
 - **Discipline(s):**
 - **Business** ([11](#) )
 - **Communications and Graphics Design** ([6](#) )
 - **Earth and Geosciences** ([21](#) )
 - **Engineering** ([27](#) )
 - **Environmental and Marine Sciences** ([14](#) )
 - **Life Health and Medical Sciences** ([45](#) )
 - **Other Non-Science & Engineering** ([1](#) )
 - **Social and Behavioral Sciences** ([6](#) )

Affirmation I certify that I am at least 18 years of age; a recent graduate with at least a Bachelor's degree in environmental science, environmental policy, public health, communications, business, or other closely related fields 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.

ORAU is an Equal Opportunity Employer (**EOE AA M/F/Vet/Disability**); visit the [ORAU website](#) for required employment notices.