

**Opportunity Title:** Science R&D Outreach Coordinator  
**Opportunity Reference Code:** EPA-NSSC-0004-9-3-31-21

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

**Reference Code** EPA-NSSC-0004-9-3-31-21

**How to Apply** Click [HERE](#) to Apply

**Description** The EPA National Student Services Contract has an immediate opening for a full time Science R&D Outreach Coordinator position with the Office of Research and Development at the EPA facility in Washington, DC.

The Office of Research and Development (ORD) 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

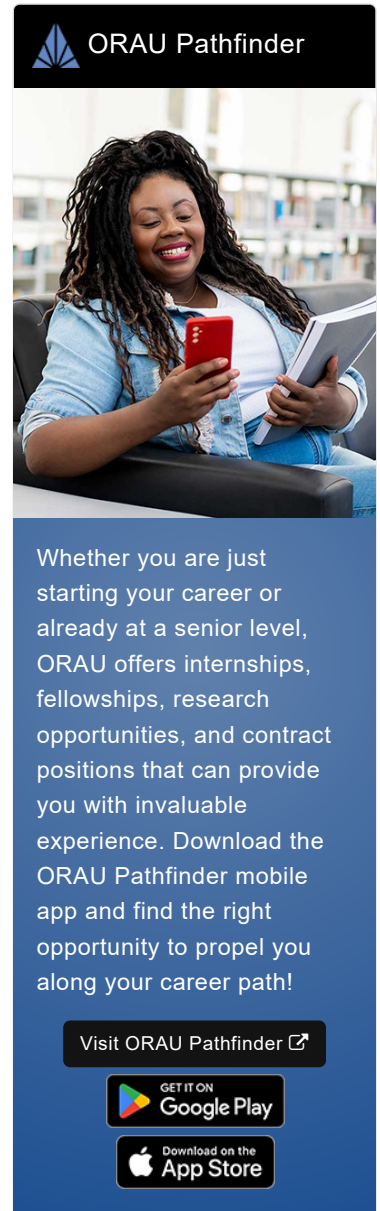
The Senior Advisor and State Liaison provides leadership and coordination across ORD in support of the EPA Administrator's new era of state, tribal and local partnerships. The State Liaison plays a critical role in facilitating the partnership between ORD and state environment and public health agencies in fulfillment of our mission to protect human health and the environment. This includes sharing information on ORD's scientific and technical capabilities with regions, states and others and soliciting input on how ORD tools, methods, models and research can be more useful, relevant and practical for decision makers. The Senior Advisor also serves as the Executive Secretary for the Committee on Environment, Natural Resources and Sustainability (CENRS) of the National Science and Technology Council (NSTC) and supports the EPA CENRS Co-Chair. CENRS provides a formal mechanism for coordination on ongoing research and development on environmental and natural resources across the federal government.

#### What experience and skills will you gain?

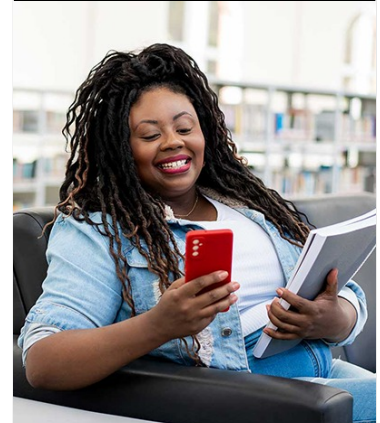
As a team member, you will assist the Senior Advisor and State Liaison with the analytical and administrative duties required to support ORD's state partnerships and outreach activities on ORD science. You will also assist with all matters related to the planning, administration, and record keeping responsibilities of the CENRS Executive Secretary.

#### How you will apply your skills

- Compiling and summarizing information relating to ORD research and tools;
- Providing assistance with logistical support and planning for ORD sponsored workshops, meetings, webinars, conferences and other events, including identifying meeting space and access requirements, as well as teleconference and A/V capability;
- Assistance in preparing talking points and background materials



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(PowerPoint presentations, fact sheets, agendas and contact lists) for events and meetings;

- Preparing briefing books for events and meetings;
- Assisting in preparing clearance memos and tracking responses;
- Maintaining records of meetings, correspondence and action documents, and maintain a system to track projects in progress;
- Keeping the intra-governmental webpage for CENRS accurate and up to date (meeting materials, membership lists, document clearances, etc.);
- Assisting in developing PowerPoint presentations using graphics and other interactive formats;
- Assist in promoting and coordinating the use of web-based opportunities to foster sharing EPA research and tools with states and others; and
- Performing other tasks as required to accomplish project objectives.

#### **Required Knowledge, Skills, Work Experience, and Education**

- Demonstrated knowledge and experience in both environmental science and policy;
- Demonstrated leadership skills and have experience working in teams;
- Strong written, oral and electronic communication skills. A writing sample will be required that shows an understanding of science policy and the ability to communicate concisely to a non-technical audience;
- Experience with Microsoft Office applications (i.e., Excel, PowerPoint, Word, Outlook), Adobe Acrobat Pro, and the Internet;
- Experience in managing records (electronic and hardcopy) or databases and administration support functions (i.e., recordkeeping, filing); and
- Strong communication skills (i.e., written, oral, telephone etiquette, presentation abilities), including effective multi-media communications (i.e., webinars).

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

**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 May 2021. The selected applicant will become a temporary employee of ORAU

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working as a contractor to EPA. The initial project is through May 14, 2021, with up to 4 additional option periods.

*For more information, contact [EPAjobs@ora.u.org](mailto:EPAjobs@ora.u.org). Do not contact EPA directly.*

- Qualifications**
- Be at least 18 years of age **and**
  - Have earned at least a Bachelor's degree in a scientific or 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.

*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 received within the last 24 month(s).
  - **Overall GPA:** 2.00
  - **Discipline(s):**
    - **Chemistry and Materials Sciences** ([12](#))
    - **Communications and Graphics Design** ([2](#))
    - **Computer, Information, and Data Sciences** ([17](#))
    - **Earth and Geosciences** ([21](#))
    - **Engineering** ([27](#))
    - **Environmental and Marine Sciences** ([14](#))
    - **Life Health and Medical Sciences** ([46](#))
    - **Mathematics and Statistics** ([10](#))
    - **Physics** ([16](#))
    - **Science & Engineering-related** ([1](#))
    - **Social and Behavioral Sciences** ([28](#))

**Affirmation** I certify that I am at least 18 years of age; a recent graduate with at least a Bachelor's degree in a scientific or related 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.

Click [HERE](#) to Apply

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