

**Opportunity Title:** Communications Support at EPA

**Opportunity Reference Code:** EPA-NSSC-0008-44

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

**Reference Code** EPA-NSSC-0008-44

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

**Description** The EPA National Student Services Contract has an immediate opening for a full time Communications Support at EPA position with the Office of Research and Development at the EPA facility in Research Triangle Park, 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 Center for Environmental Solutions & Emergency Response (CESER) - which is one of 4 research Centers in ORD - plans, coordinates and conducts an applied, customer-driven, national research and development program to improve decision making by EPA, federal, state, tribal and local agencies, when faced with challenging environmental problems in the built environment.

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

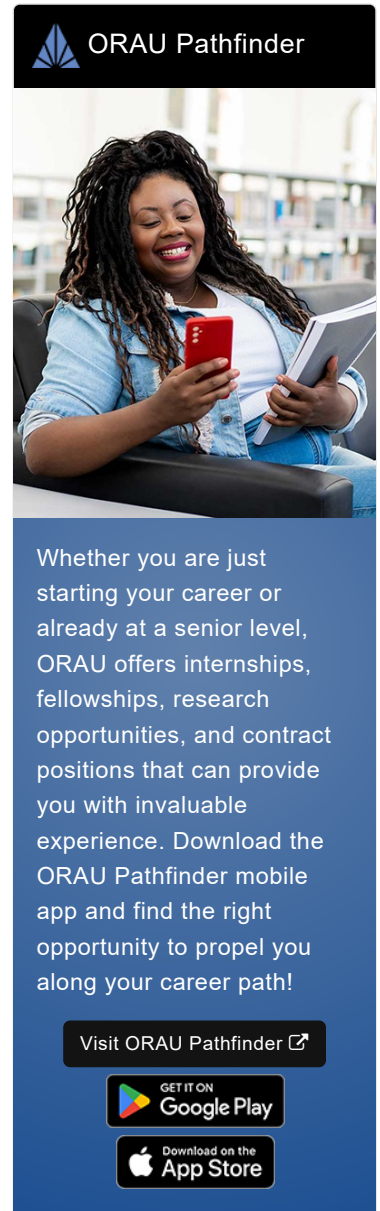
As a team member, you will report to CESER's Communications Director but will contribute to an amazing team of communicators focused on promoting the research conducted by CESER researchers across 5 divisions within the Center, and the Homeland Security Research Program (HSRP).


##### • Writing

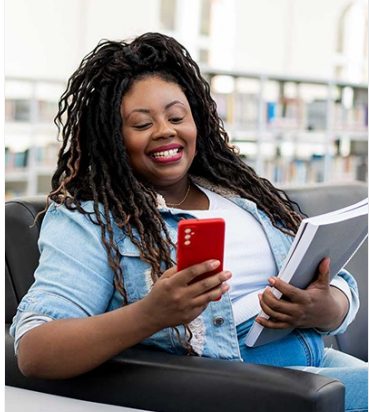
- Internal Collaborative Newsletter – work with science leads and communication leads to write stories and distribute newsletter to EPA regions;
- Science Matters articles – write stories describing our science <https://www.epa.gov/sciencematters>;
- State & Tribal Stories – develop short stories about technical support and research directly impacting states and tribes <https://www.epa.gov/research-states/epa-research-partner-support-stories>; and
- Annual Reports or other writing assignments – potentially develop division annual reports by writing or collecting already written stories to tell an overall story in one document, as needed.

##### • Webinar Production


- Writing and laying out promotional flyers & assisting researchers with writing descriptions of their presentation;
- Act as back-up producer for the emergency response webinar





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series, including working with contractor to run zoom/teams webinar;

- Downloading and posting webinar recording on web & reviewing transcription to ensure accuracy and make 508 compliant;
- Reviewing attendance list from contractor and then sending out Certificate of Attendance to attendees; and
- Develop metrics that highlight attendance and others as needed.

- **Social Media**

- Develop and write twitter, Facebook, and Instagram posts for our research.

- **Conferences**

- Assist with various comms tasks for EPA's International Decontamination Conference, including writing descriptions, developing promotional materials, and posting website content.

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

- Exceptional interpersonal, oral, written communication skills, and presentation skills as evidenced by a writing and a presentation sample;
- Advanced proficiency with Microsoft Office applications (i.e., Teams, Excel, PowerPoint, Word, Outlook);
- Excellent copywriting and editing skills, and hands-on experience in content management (website, social media, etc);
- Strong time management and organizational skills, including experience handling multiple assignments with competing deadlines;
- Experience conducting internet research; and
- Experience working under pressure and working effectively in a diverse team environment.

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

- Experience involving the management of databases, Microsoft Teams sites, etc. and
- Experience involving the operation of video teleconferencing (Teams Live, Zoom).

**Location:** This job will be located EPA's facility in Research Triangle Park, NC.

**Salary:** Selected applicant will become a temporary employee of ORAU and will receive an hourly wage of \$22.91 for hours worked.

**Hours:** Full-time.

**Travel:** Occasional travel may be required.

**Expected start date:** The position is full time and expected to begin December 2022. The selected applicant will become a temporary employee of ORAU working as a contractor to EPA. The contract renews each May

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through 2025.

For more information, contact [EPANSSC@orau.org](mailto:EPANSSC@orau.org). Do not contact EPA directly.

- Qualifications**
- Be at least 18 years of age **and**
  - Have earned at least a bachelor's degree in public relations, communications, marketing or other closely related discipline 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):**
    - **Business** (1 )
    - **Communications and Graphics Design** (4 )
    - **Social and Behavioral Sciences** (1 )

**Affirmation** I certify that I am at least 18 years of age; a recent graduate with at least a bachelor's degree in public relations, communications, marketing or other closely related discipline 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.