

**Opportunity Title:** Lab Communications Coordinator  
**Opportunity Reference Code:** EPA-NSSC-0004-12-8-29-23

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

**Reference Code** EPA-NSSC-0004-12-8-29-23

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

**Description** The EPA National Student Services Contract has an immediate opening for a full time Lab Communications Coordinator 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**

ORD has been named the National Program Manager (NPM) for Regional Laboratories and will also provide corporate leadership for EPA's Laboratory Enterprise (LE). The LE is comprised of three types of laboratories (research, program and regional) and associated scientific support activities that provide EPA with high quality science to protect public health and the environment.

The NPM has multiple functions, which include budget planning and execution, laboratory operations assessment and improvement, and communications and advocacy for the regional laboratories and the LE.

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

As a team member, you will help to develop and implement cross-Agency strategies that support the NPM functions in the areas of laboratory operations assessment, improvement and communications. The student shall assist with a broad range of analytical, technical writing, communication, and administrative duties required to support and maintain a robust program. Specific duties and/or responsibilities include, but are not limited to.

#### **How you will apply your skills**

- Assisting the team and NPM Leadership with the development of products (reports, brochures, etc.), organizing and conducting meetings, storing and managing the records, and timely search and retrieval of information;
- Conducting analysis of data and information collected for the various functions, preparing survey instruments under the direction of the team leader, and preparing web-related and other communication materials;
- Assisting the team in developing oral presentations using graphics and other interactive formats;
- Assisting in the development of responses to requests for information



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and data from a wide variety of sources; and

- Working in a team environment that maximizes the student's opportunity to learn about the functions of the NPM, as well as other components of EPA and builds their skillset.

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

- Demonstrated education and/or experience in a laboratory-based science and science communications;
- Demonstrated leadership and critical thinking skills and experience working in teams;
- Experience communicating and coordinating efforts between different groups;
- Demonstrated skill in developing oral presentations using graphics and presentation software and developing materials for web pages;
- Experience conducting analysis of data and information to address specific issues; and
- Proficiency with Microsoft Office applications (i.e., Excel, PowerPoint, Word, Outlook).

**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 \$33.14 for hours worked.

**Hours:** Full-time.

**Travel:** Limited optional local travel may come up (e.g., visit to local laboratory), no out of town travel is expected.

**Expected start date:** The position is full time and expected to begin October 2023. The selected applicant will become a temporary employee of ORAU working as a contractor to EPA. The option year renews May of each year 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 master's degree in the Biological, Environmental or Physical Sciences, Chemistry or a 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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*EPA ORD employees, their spouses, and children are not eligible to participate in this program.*

- Eligibility Requirements**
- **Citizenship:** LPR or U.S. Citizen
  - **Degree:** Master's Degree received within the last 24 month(s).
  - **Overall GPA:** 2.00
  - **Discipline(s):**
    - **Chemistry and Materials Sciences** ([12](#) 👁)
    - **Environmental and Marine Sciences** ([14](#) 👁)
    - **Life Health and Medical Sciences** ([48](#) 👁)

**Affirmation** I certify that I am at least 18 years of age; a recent graduate with at least a master's degree in the Biological, Environmental or Physical Sciences, Chemistry or a closely 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.

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