

Opportunity Title: Environmental Management Support
Opportunity Reference Code: EPA-NSSC-0002-16-11-20-23

Organization U.S. Environmental Protection Agency (EPA)

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

Description The EPA National Student Services Contract has an immediate opening for a full time Environmental Management 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) supports the EPA's Science Advisor and integrates and coordinates science across ORD and EPA, with key external partners, and into the regulatory process. This opportunity is located within the Immediate Office (IO), which provides overall leadership and support for OSAPE's programs and select ORD priorities.

What experience and skills will you gain?

As a team member, you will assist the Scientific Support Advisor with tracking ORD per- and polyfluoroalkyl substances (PFAS) research and development activities and OSAPE research planning and implementation activities. This work includes providing general administrative and communication support to the Scientific Support Advisor. You will also assist in tracking and reporting ORD PFAS research activities and OSAPE program activities related to research planning and implementation. You may also participate in cross-Agency discussions on scientific activities and priorities related to PFAS and other topics.

How you will apply your skills

Management and Administrative responsibilities

- Assisting with identifying and facilitating approaches for tracking PFAS research and OSAPE program activities related to research planning and implementation.
- Assisting with collecting information from across ORD and OSAPE for various purposes.
- Maintaining a system to track projects and assignments in progress and incoming requests.
- Assisting the Scientific Support Advisor through organization of calendars, meetings, and materials for meetings.
- Maintaining records of meetings, correspondence, and documents.
- Assisting with the logistics and coordination activities for briefings, meetings, workshops, and other collaborative efforts.



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- Performing other tasks as required to accomplish office objective

Communications-related responsibilities:

- Assisting in developing presentations.
- Assisting in developing documents that summarize ORD PFAS research activities and OSAPE program activities.
- Assisting with facilitating the appropriate communication and outreach related to ORD PFAS research and OSAPE program activities, including: creating one-page summaries, developing longer pieces based on directed background research, developing web content, and developing communication materials for wider audiences summaries.
- Summarizing research for sharing with EPA audiences, communities, governments, and other organizations.

Required Knowledge, Skills, Work Experience, and Education

- Strong leadership, time management, and organizational skills, including demonstrated ability to handle multiple assignments with competing deadlines.
- Experience writing for a lay audience about science, environmental issues, or public health concerns as evidenced by a writing sample focusing on one of these areas.
- Experience in administration support functions (recordkeeping, filing, etc.) and managing records (electronic and hardcopy) or databases.
- Advanced skills with Microsoft Office applications including Excel, PowerPoint, Word, and Outlook.
- Strong written, oral, and electronic communication skills.
- Strong proof reading and editing skills, including strong attention-to-detail skills.

Leadership, time management, and organizational skills are the critical requirements for this position.

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 \$24.68 for hours worked.

Hours: Full-time.

Travel: Infrequent overnight travel may be required.

Expected start date: The position is full time and expected to begin December 2023. The selected applicant will become a temporary employee of ORAU working as a contractor to EPA. The contract renews each May through 2025.

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

Qualifications ?

- Be at least 18 years of age **and**

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- Have earned at least bachelor's degree in chemistry, toxicology, biology, environmental science, or another 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](#))
 - **Earth and Geosciences** ([1](#))
 - **Environmental and Marine Sciences** ([14](#))
 - **Life Health and Medical Sciences** ([46](#))

Affirmation I certify that I am at least 18 years of age; a recent graduate with at least a bachelor's degree in chemistry, toxicology, biology, environmental science, or another 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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