

**Opportunity Title:** Science Communications and Outreach Support

**Opportunity Reference Code:** EPA-NSSC-0005-43-7-25-24

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

**Reference Code** EPA-NSSC-0005-43-7-25-24

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

**Description** The EPA National Student Services Contract has an immediate opening for a full time Science Communications and Outreach 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**

Within ORD, the Center for Public Health and Environmental Assessment (CPHEA) provides the science needed to understand the complex interrelationship between people and nature in support of assessments and policy to protect human health and ecological integrity. CPHEA Communications team coordinates strategic communications and outreach to ensure Center research reaches intended audiences and stakeholders for awareness and support in decision making actions impacting health and environment.

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

As a team member, you will assist the team shape and execute overarching CPHEA and ORD/EPA communications strategy for the Agency and advancing key priorities to support the mission. CPHEA also manages the daily communication support for the Center including the website and social media accounts, media engagement, and provides leadership/staff communication counsel and guidance.

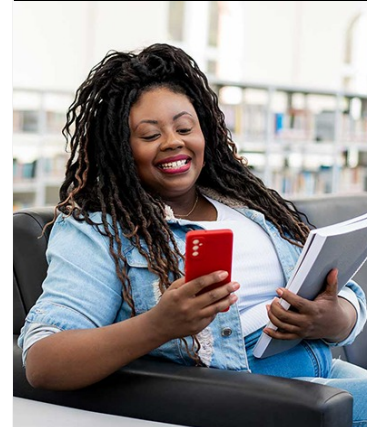
As a team member, you will assist the CPHEA Communications Director to provide support for a variety of special assignments and projects involving external and internal communications and outreach for CPHEA's Communications Team.

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

- Assisting with development of internal and external web content explaining the public health and environmental protection impact of CPHEA research. Write and edit communications materials for posting on CPHEA Internet and Intranet sites.
- Assisting with graphic design support for CPHEA including designing and laying out web pages, infographics, posters, brochures, conference display materials, fact sheets and PowerPoint presentations.
- Working with CPHEA Communications Director to develop a variety of communications and outreach materials and activities explaining the



**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:** Science Communications and Outreach Support

**Opportunity Reference Code:** EPA-NSSC-0005-43-7-25-24

public health and environmental protection impact of CPHEA research, including articles for consumer publications, trade journal articles, communications plans, talking points, blogs, social media posts (for ORD's Twitter and Facebook accounts and amplification for EPA's main Regional and Program social media accounts that include; Instagram and Pinterest), fact sheets, brochures, PowerPoint presentations, videos, webinars, etc.

- Assisting with the development and implementation of outreach strategies for a variety of stakeholder groups and research topics throughout CPHEA.
- Assisting with the planning and development of strategic social media and digital initiatives based upon the CPHEA's work for ORD social media accounts with an emphasis on the ORD's social platforms.
- Assisting CPHEA Communications Director with planning for CPHEA representation at ORD conferences, workshops, stakeholder meetings, and other public events. This includes preparation of materials for exhibit booths at conferences, posters and other display materials, development of science demonstrations and PowerPoints, and development of fact sheets and other communications materials that explain the impact of CPHEA's research.
- Taking photos and videos of our scientists and research projects acceptable for posting to ORD/EPA websites, blogs, Twitter, Facebook, YouTube, or for using in PowerPoint presentations and posters.
- When appropriate, preparing and maintaining electronic records of background information (e.g., literature citations and summaries), formal communications materials (e.g., M.S. Word documents, PowerPoint presentations), and images used in communications materials (e.g., digital photos, and Illustrator and Photoshop files). Background information, images, data and written information prepared under this Statement of Work will be the property of EPA.
- Using Google Analytics to compile metrics on both internal and external website activity. Use these metrics to write reports that will be used to develop future stakeholder engagement and communication strategies.

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

- Experience writing for a lay audience about science, environmental issues or public health concerns as evidenced by a writing sample;
- Experience with developing and implementing stakeholder outreach strategies;
- Experience with Adobe and/or Microsoft graphic design software such as Illustrator, InDesign, and Photoshop;
- Experience with content management systems for editing internal and external websites;

**Opportunity Title:** Science Communications and Outreach Support

**Opportunity Reference Code:** EPA-NSSC-0005-43-7-25-24

- Experience with reviewing, collecting and analyzing website metric trends such as page views, unique page views, etc. Preferred candidate will have experience using Google Analytics;
- Advanced skills with Microsoft Office applications including Excel, PowerPoint, Word, and Teams & Outlook;
- 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.

**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 \$33.80 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 September 2024.

The selected applicant will become a temporary employee of ORAU working as a contractor to EPA.

*For more information, contact EPAjobs@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 communications, journalism, environmental science, environmental policy or other closely 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:** Master's Degree received within the last 24 month(s).
  - **Overall GPA:** 2.00
  - **Discipline(s):**
    - **Communications and Graphics Design** ([6](#) )
    - **Environmental and Marine Sciences** ([14](#) )

**Affirmation** I certify that I am at least 18 years of age; a recent graduate with at least a Master's degree in communications, journalism, environmental science, environmental policy or other closely related field from an accredited university or college within the last 24 months; a citizen or a Legal

---

**Opportunity Title:** Science Communications and Outreach Support

**Opportunity Reference Code:** EPA-NSSC-0005-43-7-25-24

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.