

**Opportunity Title:** Environmental Science Writer

**Opportunity Reference Code:** EPA-SSP-0004-13-02-26-20

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

**Reference Code** EPA-SSP-0004-13-02-26-20

**How to Apply** Ready to send share your interest with EPA scientists?

- Submit application and supporting documents by clicking on Apply Now button.
- *For more information, contact* EPAjobs@orau.org. Do not contact EPA directly.
- Check out our website at: <http://orau.org/epa/>

**Description** The EPA National Student Services Contract has an immediate opening for a full time Environmental Science Writer with the Office of Research and Development at the EPA facility in Raleigh, 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 Immediate Office of the Assistant Administrator (IOAA) within the Office of Research and Development (ORD) provides leadership for implementing and communicating ORD's research to a wide range of stakeholders. The Chemical Safety for Sustainability (CSS) National Program Director's (NPD) office within IOAA provides leadership on the strategic directions of ORD's chemical safety research program.

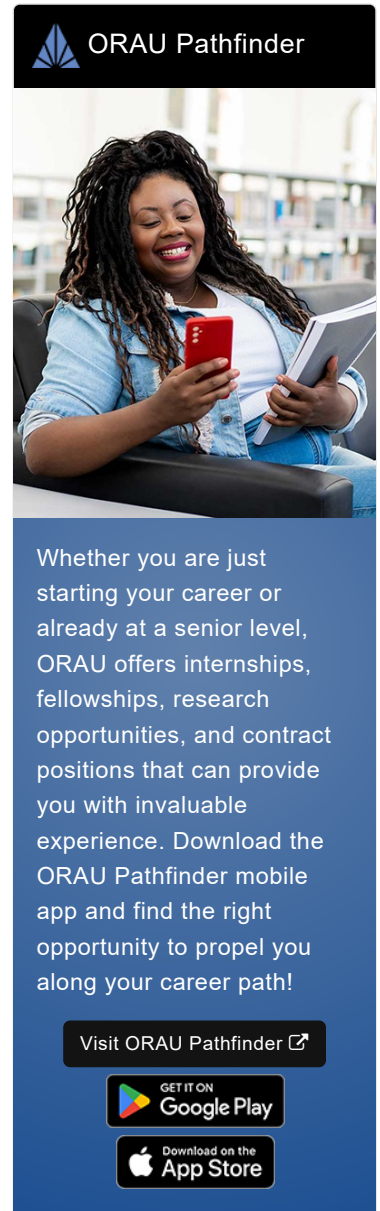
The CSS research program leads development of innovative science to support safe, sustainable design and use of chemicals and materials required to promote human and environmental health. CSS research program outputs enable the Agency to address impacts of existing chemicals and materials across the lifecycle as well as to anticipate impacts of new chemicals and emerging materials.


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

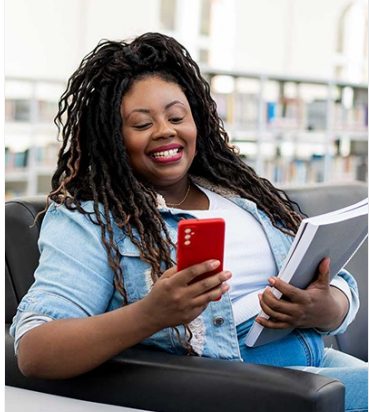
As a team member, you will assist the CSS NPD and/or Deputy NPD with the analytical and administrative duties required to support and maintain a robust research program, including the administration, management, and communication of results and impacts from CSS research planning and coordination activities.

#### **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 in technical writing and science communications;
- Experience with Microsoft Office Suite;
- Experience in administration support functions (recordkeeping, filing,





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- etc) and managing records (electronic and hardcopy) or databases;
- 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.

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

- Experience with the following:
  - HTML and CSS (Cascading Styles Sheet) computer markup language;
  - Drupal; and
  - Adobe Connect.

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

##### **Management and Administrative responsibilities**

- Managing records of meetings, correspondence, and action documents, and maintaining a system to track projects in progress;
- Assisting in promoting and coordinating the use of web-based opportunities to foster collaboration among ORD scientists; and
- Performing other tasks as required to accomplish program objectives.

##### **Communications-related responsibilities**

- Assisting with the logistics and coordination activities for briefings, meetings, workshops, and other collaborative efforts;
- Assisting the team in developing oral presentations using graphics and other interactive formats;
- Providing assistance in creating, reviewing and updating ORD's online media sources including Internet, Intranet, blogs, Wikis, podcasts and social media (such as twitter etc.);
- Facilitating the appropriate communication and outreach in collaboration with communications staff, related to program activities including: creating one-page summaries, developing longer pieces based on directed background research, and assist in developing communication materials for wider audiences;
- Designing, developing and editing Research Program's outreach and communications materials including the quarterly newsletter with a focus on web-based media;
- Drafting technical blogs, factsheets, and web content; and
- Reviewing and editing Research Program's publications and products.

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

**Hours:** Full time.

**Salary:** Hourly wage for hours worked at a rate of \$21.59 per hour.

**Employer:** Selected applicant will become a temporary employee of ORAU working as a contractor at EPA.

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

**Working Conditions:** The selected candidate will be supervised by a mentor who will provide day-to-day direction, as well as coach, advise and counsel the candidate, and review the candidate's work. This position will involve work in an administrative setting and is not expected to involve exposure to hazardous elements.

**Expected Start Date:** The position is full-time and expected to begin in May 2020. The initial project is through May 14, 2021 with potential optional periods.

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

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

- Eligibility Requirements**
- **Citizenship:** LPR or U.S. Citizen
  - **Degree:** Bachelor's Degree or Master's Degree received within the last 24 months or anticipated to be received by 5/30/2020 11:59:00 PM.
  - **Overall GPA:** 2.00
  - **Discipline(s):**
    - **Chemistry and Materials Sciences** ([12](#))
    - **Communications and Graphics Design** ([6](#))
    - **Computer, Information, and Data Sciences** ([16](#))
    - **Earth and Geosciences** ([21](#))
    - **Engineering** ([27](#))
    - **Environmental and Marine Sciences** ([14](#))
    - **Life Health and Medical Sciences** ([45](#))
    - **Mathematics and Statistics** ([10](#))
    - **Physics** ([16](#))
    - **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 environmental science 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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