



## Senior Service America, Inc. Senior Environmental Employment Program Vacancies SEE Program



### San Francisco, CA

CQ: 834162

#### Toxics Program Inspector

Level IV

Senior Service America has a job in the Senior Environmental Employment Program for a senior to work at the US Environmental Protection Agency in downtown San Francisco. **Duties include:** Assist in implementing and enforcing the Toxics Release Inventory Program, conduct inspections, draft reports & enforcement actions, respond to requests for information. Medical monitoring will be provided. Incumbent must be available to travel for several week-long inspection trips. **Requirements:** Age 55 or older; BS degree (science, chemistry background a plus); minimum of 3 years experience in environmental or regulatory enforcement; some travel; good oral and written computer skills. **Hours & Compensation:** F/T \$12.72/hr plus paid benefits. E-mail resumes to [seepmi@ssa-i.org](mailto:seepmi@ssa-i.org) (preferred), or fax (734) 528-4281, you must type San Francisco, CA—834162 in the subject line of your e-mail. You must specify you meet the age requirement to be considered.

### Denver, CO

CQ: 833884

#### PT Technical Administrative Assistant

Level III

SSAI Senior Environmental Employment Program has a *Part-Time Opening* for a senior (age 55 or older) at the US EPA Office in Denver, CO. **Duties include:** Creating & maintaining a record & file management system. Manage grant program files by ensuring completeness, consistency, and archiving functions. Oversee office automation and administrative functions for the tribal assistance program (TAP). Provide support for travel, phone, mail, meeting minutes & annual reports. Provide database support, design, development & other admin support as needed. **Requirements:** 5-Yrs related experience working as an Executive Assistant or Administrative Assistant. The ability to use IBM Hardware, Windows 6.1, MS Word, MS Excel. Must have a driver's license & access to a privately owned vehicle. Good communication, interpersonal & organizational skills. **Hours & Compensation:** Age 55+/F/T \$10.30/hr. Email resumes to [seep\\_resumes@ssa-i.org](mailto:seep_resumes@ssa-i.org) or fax to (301) 578-8895. You must type Denver, CO—833884 in the subject line of your e-mail.

### Washington, DC

CQ: 833880

#### Administrative Assistant

Level III

SSAI Senior Environmental Employment Program has an opening for a senior (age 55 or older) at the US EPA Office in Washington, DC. **Duties include:** Manage & Coordinate comprehensive schedule for Deputy Director for management and provide back-up support to Office Director & Deputy Director for Programs. Attend to day-to-day oversight meeting request. Research data and develop charts/tables regarding program expenditures. Prepare all travel arrangements (including international) and relevant administrative forms for Deputy Director for Management. Assist with maintenance of Immediate Office files (both electronic & paper). **Requirements:** High School Diploma & 5-Yrs related experience working as an Executive Assistant or Administrative Assistant. The ability to use IBM Hardware, Windows 95, MS Word, MS Excel, GovTrip (desired). Good communication, interpersonal & organizational skills. **Hours & Compensation:** Age 55+, P/T (18 hours per week), \$10.30/hr. Email resumes to [seep\\_resumes@ssa-i.org](mailto:seep_resumes@ssa-i.org) or fax to (301) 578-8895. You must type Washington DC 834162 in the subject line of your e-mail.

**Boston, MA**

**CQ: 834162**

**Education & Outreach Specialist**

**Level IV**

Senior Service America, Inc. has a SEE position available in the Boston, MA EPA office. **Duties include:** Provide Written and Verbal Comments to RRP Training Providers. Conduct Onsite Audits (Pre-Certificate & Annual). Review FLLP System for New Data Entries. Prepare and Assemble Outreach Packages. **Requirements:** Age 55+ BA/BS degree or minimum 4-Yrs related experience working in Teaching, Construction, or Renovation Remodeling. Must Have Excellent Written & Speaking Skills. Previous Knowledge of Construction and Demolition Techniques, Painting & Decorative Procedures, and Lead Based Paints. The ability to use IBM Hardware, Windows XP, MS Word, MS Excel & MS Access. **Hours & Compensation:** F/T 40 hrs/wk and \$12.72/hr, plus benefits. Fax resumes to (301) 578-8895; or email in a Word document to [seep\\_resumes@ssa-i.org](mailto:seep_resumes@ssa-i.org). You must type Boston, MA—834162 in the subject line of your e-mail.

**Ann Arbor, MI**

**CQ: 833880**

**Administrative Assistant**

**Level III**

The Senior Environmental Employment Program has two positions for seniors (55 or older) at the US EPA, Ann Arbor, MI. One position supports the Deputy Director and the Immediate Office. The other position supports the State Measures & Conformity Group and the Transportation and Regional Programs Division. **Duties include:** Manage staff calendars and provide general administrative functions across the office such as making travel arrangements, handle phones; develop & implement office procedures; control flow of correspondence; manage staff calendars, setup/coordinate meetings with A/V equip; take minutes & distribute; provide back-up as needed. **Requirements:** age 55+; prior related experience; PC proficient: MS Excel, MS Office, Lotus Notes; create database & spreadsheet reports; excellent oral & written communication; organized; multitask well. Business education preferred. Compensation: **Hours & Compensation:** F/T \$10.30/hr, 40/wk, plus paid health insurance, vac/sick/hol leave. Apply: Email resume to [seepmi@ssa-i.org](mailto:seepmi@ssa-i.org) or fax to 734-528-4281. You must type Ann Arbor, MI—833880 in the subject line of your e-mail.

**Engineer/Scientist**

**Level IV**

Senior Service America has a full-time position for a senior (55 or older) with the Senior Environmental Employment (SEE) Program at the US EPA, Ann Arbor. **Duties include:** The incumbent will work with the Assessment and Standards Div. team members on the equipment and various emissions data gathering activities from mobile sources (vehicles). Activities will include maintaining equipment, minor repairs and inventory for auto emissions data loggers and exhaust gas analyzers; develop procedures; research and contribute to improving equipment capabilities; perform data analysis and prepare technical documentation. **Requirements:** age 55 +; BS engineering/math/science; minimum 5 years experience with operating and maintaining scientific equipment & SW; ability to perform QA/QC and document; strong PC & database skills; good communication skills. Work well in a team environment and individually. **Hours & Compensation:** full time \$12.72/hr, plus health insurance, vacation and sick leave. E-mail resumes to [seepmi@ssa-i.org](mailto:seepmi@ssa-i.org) or fax to 734-528-4281. You must type Ann Arbor, MI—833880 in the subject line of your e-mail.

**Edison, NJ****CQ: 834162****TSCA Inspector****Level IV**

Senior Service America, Inc. has a SEE position available in the Edison, NJ EPA office. **Duties include:** Prepare, organize, and maintain inspection records. Interview individuals to determine the nature of violations. Prepare written, oral, and graphic reports summarizing requirements and regulations, including enforcement. Monitor follow-up actions in cases where violations were found, and review compliance monitoring reports. Investigate complaints and suspected violations. Inform individuals and groups of regulations and inspection findings. **Requirements:** Age 55+ BA/BS degree or minimum 4-Yrs related experience working in Environmental Compliance or Environmental Protection. Typing Speed: 50/55 WPM. The ability to use Windows XP, MS Word, MS Excel. **Hours & Compensation:** F/T 40 hrs/wk and \$12.72/hr, plus benefits. Fax resumes to (301) 578-8895; or email in a Word document to [seep\\_resumes@ssa-i.org](mailto:seep_resumes@ssa-i.org). You must type Edison, NJ—834162 in the subject line of your e-mail.

**Chemist/Environmental Scientist/Chemical Engineer/  
Biologist/Scientist****Level IV**

Senior Service America SEE Program has a position available in Edison, NJ for a Chemist/Environmental Scientist/Microbiologist/Chemical Engineer/Scientist. **Duties include:** Analysis of environmental samples using wet chemistry and microbiology techniques; data management associated with the chemical analysis; collection of data in support of Laboratory Quality Assurance Program; assist in techniques in the biology laboratory. **Requirements:** Age 55+, BA/BS degree in Chemistry, Chemical Engineering, Environmental Science, Biology, Ecology or 5 yrs. related exp. in analytical chemistry, and environmental chemistry/ engineering. Good intrapersonal & computer skills. Travel required & valid driver's license; temp /F/T. **Hours & Compensation:** \$12.72 hr w/ benefits. Fax resumes to (301) 578-8895; or email to [Seep\\_resumes@ssa-i.org](mailto:Seep_resumes@ssa-i.org). You must type Edison, NJ—834162 in the subject line of your e-mail.

**New York, NY****CQ: 833883****Technical Administrative Assistant****Level III**

SSAI Senior Environmental Employment Program has an opening for a senior (age 55 or older) at the US EPA Office in Downtown New York. **Duties include:** Coordinate and track all incoming/outgoing correspondence. Development documents, spreadsheets, and presentation material using MS Office Suite software. Prepare materials and documents for technical meetings, workshops, & seminars. Update and maintain tracking system to track items and deliverables for the immediate office. **Requirements:** Age 55+, High School Graduate or minimum 15-Yrs related experience working as an Executive Assistant or Administrative Assistant. Typing Speed: 80 WPM. The ability to use IBM Hardware, Personal Computers, Windows 2000, Windows XP, WordPerfect, MS Word, MS PowerPoint, MS Excel & MS Access. **Hours & Compensation:** F/T 40 hrs/wk and \$10.30/hr, plus benefits. Fax resumes to (301) 578-8895; or email in a Word document to [seep\\_resumes@ssa-i.org](mailto:seep_resumes@ssa-i.org). You must type New York, NY—833883 in the subject line of your e-mail

**San Juan, PR**

**CQ: 833883**

**Secretary/Office Automation Clerk**

**Level II**

Senior Service America, Inc. has a SEE position available in the San Juan, PR EPA office. **Duties include:** Providing clerical support (mailing, faxing, filing, copying, and scanning, distributing documents) Processing mail, answering telephones, other admin support as needed. **Requirements:** Age 55+, High School Graduate and minimum 5-Yrs related experience working as a Secretary/Administrative Assistant. Typing speed: 50 WPM. The ability to use IBM Hardware, Windows XP, MS Word, MS Excel. **Hours & Compensation:** F/T 40 hrs/wk and \$8.78/hr, plus benefits. Fax resumes to (301) 578-8895; or email in a Word document to seep\_resumes@ssa-i.org .You must type San Juan, PR—833883 in the subject line of your e-mail.