

SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) OPEN POSITION



WASHINGTON, DC

SSAI- OAR-0086

Special Assistant/Communications Specialist

LEVEL III

Senior Service America, Inc. is recruiting for a Special Assistant/Communications Specialist position within the Senior Environmental Employment (SEE) Program that provides support to the United States Environmental Protection Agency (EPA) in Washington, DC.

ROLE AND RESPONSIBILITIES:

Serve as an assistant to the Office of Business Operations and Services and the Office of Digital Services and Technical Architecture. Duties will include providing general administrative support; expert electronic calendaring; cataloging/ordering supplies, and project work in support of organizational strengthening and improvement.

- **Organizational assistance:** Working with management to assist in improving organizational efficiencies. This may include creating a series of organized binders by topic, setting up a new filing structure, creating helpful visual cues around the office.
- **Calendar expertise:** Tracking incoming requests for meetings. Managing the dissemination of all meeting materials. Attending weekly calendaring meetings to strategize on critical items. Monitoring and maintaining the Office conference room space.
- **Office supplies:** Developing and maintaining an interoffice office supply system. Cataloging existing items. Collecting new requests on a regular basis and performing cost-comparison analysis. Assisting staff and purchase card holders with processing requests.
- **General office duties:** Performing a wide range of general office duties which may include, distributing mail, emailing documents, copying, faxing, scanning, shredding, etc.
- **Other Duties as assigned**

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

Successful candidates must meet the age criteria of being 55 years of age or older and eligible to work in the United States; able to pass a Federal Background check; HS Diploma, 15 years in administrative field. Preferred experience includes working with federal assistance, contracts or interagency agreements. Strong verbal and written communication skills; Ability to establish and keep deadlines/goals, troubleshoot problems and develop creative solutions, coordinate and execute events; Windows Office Suite (MS Word, MS Excel, PowerPoint).

HOURS & COMPENSATION: Full-Time position working 40 hours per week @ \$27,260 per year (\$13.25 per hour), plus benefits including paid health insurance and generous vacation/sick/holiday leave.

TO APPLY: E-mail resume to: seep_resumesmd@ssa-i.org. Subject Line of email: Please type Special Assistant/Communications Specialist