

OPEN SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) POSITION



BOSTON, MA

SSAI-OCS-0123

LEAD OUTREACH & COMPLIANCE ASSISTANT

LEVEL IV

Senior Service America, Inc. is recruiting for a Lead Outreach & Compliance Assistant position within the Senior Environmental Employment (SEE) Program that provides support to the United States Environmental Protection Agency (EPA) in Boston, MA.

ROLE AND RESPONSIBILITIES:

Conduct lead-based paint outreach and compliance assistance activities pursuant to the Toxic Substance Control Act (TSCA).

This will include:

- Assist with regional lead -based paint outreach activities
- Provide outreach and compliance assistance to regulated entities
- Respond to written and electronic inquiries
- Respond to telephone inquiries and the public in New England
- Other job-related duties

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; possess a BA/BS degree in Environmental Science, Engineering or English. Minimum 2 yrs of related experience working in Education or Construction. Must have the ability to use Windows XP, MS Word, MS Excel; ability to travel and overnight; a valid driver's license along with access to a car.

HOURS & COMPENSATION:

Full-Time position working 32 hours per week \$21,166 per year (\$12.72 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 *Lead Outreach & Compliance Assistant*.

Senior Service America, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment.