

# SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) OPEN POSITION



**WASHINGTON, DC**

**SSAI-OIG-0010**

## **Program Specialist**

**LEVEL IV**

Senior Service America, Inc. is recruiting for a Program 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:**

- Provide executive support to multiple managers in the IG department
- Coordinates/manage calendars using the Microsoft Outlook Calendar application; schedule meetings, briefings and conference rooms and video/teleconferences
- Answers incoming Technical Support calls in the Office of Inspector General and exercise independent and appropriate judgement and action in response to inquiries.
- Records management of Office of Management records/files
- Prepares a variety of correspondence and other documents for the IG office (i.e. final letters, briefings, reports, routing slips)
- Research and summarize data from OIG and Agency systems and provide in spreadsheet format
- Proficient executive administrative skills (meeting minutes/notes and Ability to analyze, interpret and prepare data for presentations)
- Proficient in Microsoft Suite (Word/Excel/PowerPoint)
- Other administrative projects 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 (GED)/AA with a minimum of 3-5 years of Executive office environment/front office. Ability to handle multiple tasks and meet deadlines; Attention to detail; professional admin experience. Microsoft Office Suite (Word, Excel, Power Point, Outlook)

**HOURS & COMPENSATION:** Part-Time position working 24-29 hours per week (\$13.25 per hour), plus benefits; vacation/ sick/holiday leave.

**TO APPLY:** E-mail resume to: [seep\\_resumesmd@ssa-i.org](mailto:seep_resumesmd@ssa-i.org). Subject Line of email: Please type Program Specialist.