



SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) OPEN POSITION

Ann Arbor, MI

SSAI-NVF-0091

Communications Coordinator

Senior Service America, Inc. is recruiting for a Communications Coordinator position within the Senior Environmental Employment (SEE) Program (55 years of age or older) that provides support to the United States Environmental Protection Agency (EPA) in Ann Arbor, MI

Role and Responsibilities: Position provides professional level communications support to the Office of Air & Radiation (OAR)/Office of Transportation and Air Quality (OTAQ), Assessment & Standards Division (ASD).

- Coordinates all incoming and outgoing controlled correspondence (including public, Congressional, and other stakeholder inquiries).
- Serves as ASD's FOIA coordinator for all FOIA requests maintaining and keeping appropriate records and keeping up to date with Agency requirements and procedures.
- Serves as a member of various rulemaking teams with responsibility for writing administrative documents, processing of rulemaking documents, and being the outreach coordinator for the team.
- Assists teams within ASD in communications/outreach efforts, including the planning, coordination, and administration of public hearings.
- Supports rulemaking teams utilizing MS Word formats and specific styles in writing, formatting and spelling while conforming to the Federal Register Document Drafting/Formatting Handbook.
- Providing support to staff in correct document retention.
- Tracks ASD's staff publications quarterly.
- Provides year end email and spreadsheet reports- Status Totals for Correspondence, FOIAs and Public Inquiries with indicators of "High Volume Topics".

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; BA/BS in Environmental Science, Engineering, Business or Public Administration or related field; Minimum of 5 years of related experience; must have the ability to use Windows Office Suite (MS Word, MS Excel, PowerPoint).

Hours & Compensation: Full-Time position working 40 hours per week @ \$26,457 per year (\$12.72 per hour), plus benefits including paid health insurance and generous vacation/sick/holiday leave.

To Apply - E-mail resume to: seepmi@ssa-i.org. In the Subject Line of email, please type *Communications Coordinator*.