

SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) OPEN POSITION



EDISON, NJ

SSAI-OCS-0072

TOXICS PROGRAM SPECIALIST

LEVEL IV

Senior Service America, Inc. is recruiting for a Staff Assistant position within the Senior Environmental Employment (SEE) Program that provides support to the United States Environmental Protection Agency (EPA) in Edison, NJ.

ROLE AND RESPONSIBILITIES:

This position will provide support to the Enforcement and Program activities of the Toxics Release Inventory (TRI) group under the Emergency Planning and Community Right-To-Know Act (EPCRA).

- Provide outreach to the public/regulated community
- Respond to written, telephone and/or email inquiries
- Research regulated facilities and conduct EPCRA Inspections
- Prepare reports and analysis
- HQ information review
- Input and maintain electric inspection data
- Records management
- 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; BA/BS degree; minimum of 3-5 years' experience related to the Science or Engineering education, and/or employment in an environmental health & safety role, or regulatory compliance or enforcement role. Valid driver's license; Basic computer skills and experience using Microsoft Office applications and computer/internet database applications; Good oral and written communication skills; Desire to work in a collaborative team environment, which may include communicating with other departments within the Agency, or non-EPA agencies, such as State agency contacts; Customer service approach; Exhibits initiative and takes a results-focused approach

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: seep_resumesmd@ssa-i.org. Subject Line of email: Please type *Toxics Program Specialist*.