



SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) OPEN POSITION

San Francisco, CA

SSAI-OCS-0103

Lead Program Specialist

Senior Service America, Inc. is recruiting for a Lead Program Specialist 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 San Francisco, CA.

Role and Responsibilities: Work within the US Environmental Protection Agency Region 9 lead enforcement team which is focused on reducing lead-based paint human health effects from the housing environment related to children; assist EPA staff in implementing and enforcing the Lead Program related to the Renovation, Repair and Painting regulation and the Disclosure Rule; assist in managing/researching the Tips and Complaints the Region receives; research and assist with targeting geographical areas or specific companies; issue noncompliance warning letters; conduct field inspections, take photographs, write reports (if appropriate and needed). This is a fantastic position to work on an interesting, meaningful program that can have a positive impact on children's health and the community.

Qualifications and Education Requirements: Must be able to pass a Federal Background check; Age 55+, legally eligible to work in the United States; BA/BS in related field; minimum 3yrs experience in writing, word processing, and using spreadsheets/databases; good written, computer, and communication skills; responsible, reliable, and well-organized; some travel (flexible).

Hours& Compensation: Full time or part time (up to 40 hours per week); Level IV starting salary is \$15.00 and can increase to \$18.16, employer paid health insurance, generous vacation/sick/holiday leave.

To Apply: E-mail resume to seepmi@ssa-i.org. Subject Line of email: Please type *Lead Program Specialist*.