



OPEN SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) POSITIONS

Slot NO. SSAI-OCS_0005

Washington, DC

Administrative Support Assistant

Level III

Senior Service America, Inc. is recruiting for an Administrative/Support Assistant position within the Senior Environmental Employment (SEE) Program that provides support to the United States Environmental Protection Agency (EPA) in Washington DC.

This position is responsible for providing clerical administrative support to the overall office mission and workload of the Business Analysis & Results office & staff.

Role and Responsibilities:

- Research regulations to update calendar of upcoming EPA Federal Advisory Committee Meetings and distribute to OIG personnel
- Establish OCOS budgetary files
- Formatting and preparing publications for distribution
- Providing general support (typing, recording notes, filing, data entry, answering telephone calls, mailing correspondence, organizing, scanning, faxing, copying and creating and organizing files, writing and editing documents)
- Arrange meetings with OIG and external parties
- Research and summarize data from OIG & Agency systems
- Establish & maintain various logs/spreadsheets/electronic certificates for OIG personnel

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; 3-5 years working in a front desk/administrative environment; 40wpm; attention to detail; interpersonal skills; oral & written communication skills.

Hours & Compensation: Full-Time position working up to 30 hours per week, \$12.50 per hour, plus benefits including generous vacation/sick/holiday leave.

To Apply: E-mail resume to: seep_resumesmd@ssa-i.org. Subject Line of email: Please type **Administrative Support Assistant**.