



# SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) OPEN POSITION

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**Ann Arbor, MI**

**SSAI-NVF-0171**

## **Administrative Support**

Senior Service America, Inc. is recruiting for an Administrative Support Specialist position in the Senior Environmental Employment (SEE) Program (55 years of age or older) at the U.S. Environmental Protection Agency (EPA) facility in Ann Arbor, MI.

**Role and Responsibilities:** Providing administrative/clerical office support to EPA staff, including:

- Handle phones, correspondence, and requests for information or data.
- Handle daily executive calendars and organizing and coordinating meetings involving executives, staff, stakeholders
- Arrange travel for executives and staff.
- Develop and prepare memos, agendas, mailings, and other materials, meeting notes.
- Create and maintain spreadsheets and databases, calendar, records and general files.

**Qualifications and Education Requirements:** Must be able to pass a Federal Background check; Age 55+; High School graduate with a minimum of 5 years related experience in the Administrative/Office environment; knowledge of office procedures and equipment; highly skilled in Microsoft Word, Excel, PowerPoint, Access and Outlook.

**Hours & Compensation:** Full and part time opportunities are available. Wage rate - \$10.30 per hour. Full-Time position working up to 40 hours per week @ \$21,424 year, plus benefits including employer paid health insurance and generous vacation/sick/holiday leave.

**To Apply** - E-mail resume to: [seepmi@ssa-i.org](mailto:seepmi@ssa-i.org) In the Subject Line of email, please type *Administrative Support*.