



OPEN SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) POSITIONS

Washington, DC

SSAI-OAR-0022

Executive Administrative Assistant (Legal)

Level III

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

Role and Responsibilities:

Perform technical and administrative support:

- coordinating the Division's activities on the Sharepoint site
- searching on the Excluded Parties list System/System for Award Management
- researching websites and agency files to gather information on federal grants, contracts
- retrieving other materials (e.g., press releases corporate websites, agency administrative records
- gather information, collect data, synthesize data and correlate metric and statistical data highlighting programmatic trends in our case management system
- conducting surveys and tabulating survey results
- planning and implementing office meeting, retreats and national conferences
- maintaining personnel files, tracking all office case files and correspondence
- maintaining the Division Director's schedule & tracking office schedules
- document management, maintaining and compiling employees' performance forms and coordinating the personnel performance review process, general office management
- providing general support including typing, recording notes, filing, data entry, answering telephone calls, mailing correspondence, organizing, scanning, faxing, copying and creating and organizing official case files, writing and editing documents

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; HS Diploma (GED) with a minimum of 2 years in legal research, executive office administration, customer service. Previous training in paralegal studies or data management and MS Office Suite.

Hours & Compensation: Full-Time position working up to 35 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 **Executive Administrative Assistant (Legal)**.