



SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) OPEN POSITION

San Francisco, CA

SSAI-OCS-0103

Lead Program Specialist

Senior Service America, Inc. has a Lead Program Specialist Position open at the United States Environmental Protection Agency (EPA) Office 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, in particular 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 \$14.00 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*.