



OPEN SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) POSITIONS

New York, NY

SSAI-REG-0022

Program Assistant

Level III

Senior Service America, Inc. is recruiting for a Program Assistant 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:

Provide administrative support to the Human Resources Branch including answering phones, greeting and assisting visitors, distributing mail, general copying and scanning. Also provides computer support in entering documents/data to various database systems maintained by HR; uploading documents, running basic reports.

- General office support – phones, directing visitors, mail, copying, scanning, etc.
- Administrative and computer support for training functions
- Administrative and computer support for awards program activities
- Administrative and computer support for staffing and Labor Relations functions

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 5-10 years in public or private sector organizations. Previous training in database management and MS Office Suite.

Hours & Compensation: Full-Time position working up to 40 hours per week, \$13.00 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 **Program Assistant**.