



SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) OPEN POSITION

Washington, DC

SSAI-OIG-0011

Program Specialist

Senior Service America, Inc. is recruiting for a Program Specialist position within the Senior Environmental Employment (SEE) Program (55 years of age or older) that provides support to the United States Environmental Protection Agency (EPA) in Washington DC.

Role and Responsibilities: This position is responsible for the overall technical/executive support of the Office of Management that provides high-level office experience to the Inspector General department. This includes:

- Provide executive support to multiple managers in the IG department
- Coordinates/manage calendars using the Microsoft Outlook Calendar application
- Schedule meetings, briefings and conference rooms and video/teleconferences
- Work on review teams (audit & human resources)
- Records management of Office of Management records/files
- Prepares a variety of correspondence and other documents for the IG office (i.e. final letters, briefings, reports, routing slips)
- Proficient executive administrative skills (meeting minutes/notes and Ability to analyze, interpret and prepare data for presentations)
- Proficient in Microsoft Suite (Word/Excel/PowerPoint)
- Other administrative projects as assigned

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/GED, some college (desirable); minimum 2-5 years in executive administrative office environment; managerial and/or federal government experience preferable; skilled in using databases; must have the ability to use Windows Office Suite (MS Word, MS Excel, PowerPoint).

Hours & Compensation: Part-Time position working 24 hours per week \$12.72 per hour, including vacation/sick/holiday leave.

To Apply - E-mail resume to: sbranch@ssa-i.org. In the Subject Line of email, please type *Program Specialist*.