



SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) OPEN POSITION

Washington DC

SSAI-NVF-0145

Administrative/Technical Support Specialist

Senior Service America, Inc. is recruiting for an Administrative/Technical Support Specialist position in the Senior Environmental Employment (SEE) Program (55 years of age or older) which provides support to the United States Environmental Protection Agency (EPA).

Role and Responsibilities: Provides general administrative assistance to support the Office of Air and Radiation (OAR)/ Office of Transportation and Air Quality (OTAQ)/ Office of the Director, including:

- Makes travel arrangements - track travel progress - scan and file travel documents
- Assumes back-up responsibilities for secretarial/administrative functions
- Receives visitors and telephone calls
- Maintains filing system
- Other general administrative functions

Qualifications and Education Requirements: Must be able to pass a Federal Background check; Age 55+; High School graduate with a minimum of 2 years related experience in the Administrative/Office environment; knowledge of office procedures and equipment; ability to type 50 wpm; highly skilled in Microsoft Word, Excel, PowerPoint, Access and Outlook.

Hours & Compensation: Full-Time position working 40 hours per week @ \$27,560 per year (\$13.25 per hour), plus benefits including employer paid health insurance and generous vacation/sick/holiday leave.

To Apply - E-mail resume to: seep_resumesmd@ssa-i.org. Subject Line of email: Please type *Admin/Tech Support Specialist*.