



SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) OPEN POSITION

Washington, DC

SSAI-OAR-0030

Administrative Assistant

Senior Service America, Inc. is recruiting for a position within the Senior Environmental Employment (SEE) Program which provides support to the United States Environmental Protection Agency (EPA). Successful candidates must meet the age criteria of being 55 years of age or older and eligible to work in the United States. Selected candidates will also be required to undergo a federal security background check.

Role and Responsibilities: This position is responsible for the administrative and secretarial support to immediate office of the Office of Administration and Resources Management. Duties include:

- Provide general secretarial support for both the OARM, IO and OROM management teams and the Office of Federal Sustainability staff, such as copying, scanning, printing and creating notebooks and briefing packages from digital files.
- Provide phone coverage and front desk reception, teleconference support, receipt and distribution of mail, greet and sign-in visitors, coordinate with Premier Support to schedule assistance for management staff, contact VTC support for assistance in scheduling futures meetings for those in-progress.
- Provide calendar and meeting materials and other staff support for both management teams.
- Serve as back-up for scheduling support for the AA, DAA. Creating meetings, sending invites and uploading documents.
- Maintain OARM, IO and OROM filing systems. Create folder, ensure proper labels are made for all folders and record disposition is made per records management established guidance.
- Maintain office supply cabinet for staff, create order lists as necessary, complete purchase requests for approval and deliver supplies as necessary.
- Other administrative projects as assigned.

Qualifications and Education Requirements: HS Diploma (GED)/AA with a minimum of 3-5 years of Executive office environment/front office. Ability to handle multiple tasks and meet deadlines; Attention to detail; professional admin experience. Microsoft Office Suite (Word, Excel, Power Point, Outlook)

Hours & Compensation: Full-Time position working 40 hours per week @ \$27,560 per year (\$13.25 per hour), plus benefits including 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 *Administrative Assistant*.