



SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) OPEN POSITION

Ann Arbor, MI

SSAI-NVF-0177

Information Management Specialist

Senior Service America, Inc. is recruiting for an Information Management 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), Office of Transportation and Air Quality (OTAQ) in Ann Arbor, MI.

Role and Responsibilities: As a member of the Communications Team, this position serves as a document management specialist, digital resource coordinator, graphic/document designer, and photographer. Specific duties include:

- Manage and implement OTAQ's document development and distribution process and publications database. Assist in developing document standards and processes for ensuring guidelines are followed.
- Review documents to ensure they meet Agency standards for print and Internet formats. Assist in the graphic design and formatting of documents, fact sheet and report cover templates, posters, and art work for trinkets.
- Process PDF files following the OTAQ PDF Optimization Checklist to ensure they meet EPA Section 508 accessibility requirements, including the writing of metadata.
- Assist OTAQ staff in the creation and editing of the following types of graphics: photos, illustrations, graphs, and charts.
- Manage OTAQ's account with the National Service Center for Environmental Publications (NSCEP) warehouse and distribution center: track inventory, respond to approval requests, and coordinate response to quarterly recycling reports.
- Manage the repository of photographic images and graphics for use in public outreach activities.
- Identify needed images and take those photographs or assist in purchasing them. Edit photos as necessary.
- Photograph or videotape meetings and activities, as needed.

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; BA/BS in one or more of the following majors: Library Science or Information Science, Archival Studies or Business Administration/Management or a related field; minimum of 5 years of related experience; experience with Adobe Acrobat Professional, InDesign, Photoshop, Illustrator; experience in photography and videography.

Hours & Compensation: Full-Time position working 40 hours per week @ \$26,457 per year (\$12.72 per hour), plus benefits including paid health insurance and generous vacation/sick/holiday leave.

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