

SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) OPEN POSITION



BOSTON, MA

SSAI-RG1-0009

PERMITS ASSISTANT

LEVEL IV

Senior Service America, Inc. is recruiting for a Staff Assistant position within the Senior Environmental Employment (SEE) Program that provides support to the United States Environmental Protection Agency (EPA) in Edison, NJ.

ROLE AND RESPONSIBILITIES:

This position will provide technical writing, editing, document evaluations, administrative records and administrative support for the development of Region 1 - National Pollutant Discharge Elimination System (NPDES) permits.

- Apply knowledge of document control and technical writing to assist permit development
- Assist staff and manager in developing and presenting the technical and regulator basis for permit provision
- Compile electronic and/or paper records for various permitting actions such as administrative records, freedom of information requests and documentation supporting permit decisions
- Assist in disseminating information relative to permits to the public (public notices, web-posting, outreach)

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 degree; minimum of 3-5 years' experience in professional administrative environmental to include writing, editing and records management; basic computer skills and experience using Microsoft Office applications and computer/internet database applications; Good oral and written communication skills; Desire to work in a collaborative team environment

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: seep_resumesmd@ssa-i.org. Subject Line of email: Please type *Toxics Program Specialist*.