

SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) OPEN POSITION



EDISON, NJ

SSAI-REG-0044

Environmental Data Management Specialist

LEVEL IV

Senior Service America, Inc. is recruiting for an Environmental Data Management Specialist 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:

Provide advanced level support to the Hazardous Waste Support Section (HWSS) for its environmental data management, tracking and dissemination responsibilities. This will include:

- Tracking and dissemination of analytical data using web-based programs, SharePoint, Excel, and Access
- Updating program spreadsheets and databases with information relevant to all stages of environmental sampling, analysis, and data distribution
- Updating environmental data spreadsheets with information obtained from various sources
- Preparation of Electronic Internal Chain of Custody (EICC) through SharePoint for data received by the Region from laboratories and other sources
- Oversight of the Document Control Room (DCR)
- Provide data validation, as needed
- Provide back up support to Regional Sample Control Coordinator (RSCC) in processing analytical service requests as necessary
- Other duties 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; BA/BS; 5 years in Environmental Science, Chemistry, IT/Data Management. Windows Office Suite (MS Word, MS Excel, Access, PowerPoint) and SharePoint. Strong organizational skills; work well independently and be creative in developing new and streamlined ways of organizing and compiling information in response to requests. Excellent communication skills and interact well with people from all areas within the agency.

HOURS & COMPENSATION: Full-Time position working 40 hours per week @ \$12.72 per hour, plus benefits including 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 Environmental Data Management Specialist.

Senior Service America, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment.