

SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) OPEN POSITION



EDISON, NJ

SSAI-REG-0078

TOXICS PROGRAM SPECIALIST

LEVEL IV

Senior Service America, Inc. is recruiting for a Toxics Program 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:

This position will provide support to the Enforcement and Program activities of the Toxics Release Inventory (TRI) group under the Emergency Planning and Community Right-To-Know Act (EPCRA).

- Research regulated facilities and conduct EPCRA Inspections
- Provide outreach to the public/regulated entities
- Respond to written, telephone and/or email inquiries
- Prepare reports and analysis
- HQ information review
- Input and maintain electric inspection data
- Records management
- 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 degree; minimum of 3-5 years' experience related to the Science or Engineering education, and/or employment in an environmental health & safety role, or regulatory compliance or enforcement role. Valid driver's license; 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, which may include communicating with other departments within the Agency, or non-EPA agencies, such as State agency contacts; Customer service approach; Exhibits initiative and takes a results-focused approach

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*.

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.