

The Senior Environmental Employment (SEE) program offers unique opportunities in downtown San Francisco for individuals age 55 or older to support the U.S. Environmental Protection agency through a grant sponsored by the National Older Worker Career Center (NOWCC). Apply today by visiting our website and following the application steps, [www.nowcc.org](http://www.nowcc.org).

Current Vacancy: **National Environmental Policy Act (NEPA) Professional Support** (Reference Code: CA-400)

Full-time, \$12.72/hour plus benefits (health/dental insurance, sick/vacation leave, 11 holidays, and flexible schedule).

**Duties:** Provide professional assistance to EPA staff engaged in Clean Air Act environmental review of federal National Environmental Policy Act (NEPA) documents. Provide subject matter expertise on renewable energy and petroleum based technologies.

- Proofread comment letters for technical content to ensure consistency. 10%
- Enter NEPA review document information into NEPA Program database. 10%
- Provide technical assistance to EPA staff. 10%
- Review assigned NEPA documents as an associate reviewer. 50%
- Monitor other federal agency websites and key publications for updates on energy technologies. 20%

**Other Duties:**

- May be asked to attend occasional conferences or workshops sponsored by EPA Region 9 or the Office of Federal Activities. Otherwise, most training will be on-the-job training. EPA sponsored trainings that may be offered include: NEPA CAA Section 309 training; NEPA Cross-cutter Regulations Training; NEPA and Air Impacts Training; Clean Water Act Section 404 Training.
- Access to a privately owned vehicle: Travel to local meetings with other federal agencies.
- Overnight travel: 2-3 times per year for 1-3 days.
- Air travel anticipated: Potentially 1-2 times per year for 1-3 days.
- Rental cars: 2-3 times per year, 1-3 days.

**Qualifications:**

BA/BS Degree in Natural Sciences, engineering. OR Minimum of 3 year(s) of experience in working in renewable or conventional energy fields, or assessing environmental impacts associated with energy projects (e.g. endangered species, habitat, conservation, groundwater, etc.).

- Experience working with the Bureau of Land Management (BLM), Federal Energy Regulatory Commission (FERC), Department of Energy (DOE) would be desirable.

- Experience required with Windows, Facsimile, Copying Machine, MS Word, MS Excel
- Powerpoint, Regional and National EPA EIS tracking database.

To apply, please visit our website [www.nowcc.org](http://www.nowcc.org) and complete an "Initial Application Form." Please fax or email this application along with an updated resume and three professional references to 303-238-2542 (fax) or [byupcavage@nowcc.org](mailto:byupcavage@nowcc.org). Using the reference code (CA-400), please specify on the application which position you are applying for. Must be 55 or older to apply (required by federal legislation).